DOVICO Timesheet™ v10

USER'S GUIDE



DOVICO Software

DOVICO is a company engaged in the business of developing, manufacturing and marketing high technology products dealing with the management of time.

Mission Statement

To continue to be the market leader in productivity and time management software. We will continue to produce high quality software to help our clients reach their business goals. Our innovative and intrapreneurial nature allows us to create applications that exceed end user expectations.

DOVICO Timesheet User's Guide

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Welcome to DOVICO Timesheet

DOVICO Timesheet is a proven 100% web-based project time and cost savings solution. This software improves overall business efficiency and gives you complete control of project budget vs. actual information with real-time reporting.

This new product from DOVICO Software incorporates the best from our proven products along with new features and functions to meet today's client and technology demands.

Whether you are managing projects or not, you'll find DOVICO Timesheet is the ideal solution. Whether your need is to improve control over projects and resources with the goal of increasing profitability while still delivering your projects on time and on budget, or if your need is to gather time and expenses more efficiently, you'll find that DOVICO Timesheet is a solution that will suit your complexity and requirements:

- Time tracking and costing for project management
- Time and expense entry for billing
- Time management metrics
- Time and attendance

Through better time tracking and project costing, this very powerful solution delivers results straight to the bottom line!

Highlights

- Prepares cost estimates by client, project, task, team, employee, and more.
- Enables individual employees to keep track of their time in a variety of ways (while work is being done, at the end of the day, week, month, etc. using start and end times or bulk time).
- Enables employees to record and monitor their own time and expenses relating to their assigned projects and related tasks.
- Provides access to a variety of reports and graphs for any selected period: Timesheet information, billable and non-billable information, client, project and task costs compared with estimated costs, etc.
- Security can be assigned to administrative functions, time entry functions or any combination. The flexible security system is capable of providing each user with only the information and tools required to perform his or her role within the company.
- With DOVICO Timesheet's custom terminology, the application can be customized to conform to an organization's existing terminology. Company definable custom fields, implemented throughout the application, provide the unique ability for organizations to record additional information specific to their needs.

Key Features

- 100% Web-Based interface
- Easy to use time and expense entry (free On Demand Training)
- Over 135 reports (Letter and A4)
- Offline time entry
- Automated reporting, e-mail notifications, job tasking
- · Custom reports & graphs supported
- Supports billable, non-billable, overtime, flextime
- Unlimited clients, projects, tasks, addresses, notes
- International date, time, currencies
- Customizable terminology and user interfaces

- Unlimited user-definable custom fields
- Active Directory and itemized security permissions
- Full audit trail
- Includes Microsoft® SQL Express database (May use your existing SQL Server)
- Automated maintenance (Backup, re-index etc.)
- ODBC-OLEDB-ADO compliant
- Itemized security permissions
- XML, Web services architecture
- Full Export / Import capability
- Included integration:
 - Microsoft® Project (Microsoft® certified)
 - Microsoft® Project Server (Microsoft® certified)
 - Intuit QuickBooks®
- Alternate integration with Microsoft® Excel and Microsoft® Access

Immediate Benefits

- Reduce, Monitor, and Improve Time and Costs
- Accurately Manage Timesheets and Projects
- Create Precise Future Budgetary Projections
- Increase Project Profits
- Reduce Project Overruns
- Reduce Billing Cycles
- Deliver Your Projects On Time & On Budget

What's New in version 10

Version 10 of DOVICO Timesheet includes many new powerful and useful features to help make the software a more effective and efficient business tool. With both 'ease of use' and 'listening to clients' as factors in our design and feature selections, we are confident that these additions and changes - brought to our attention by you and others - will contribute to your corporate success.

New in DOVICO Timesheet (going from version 9 to 10)

Time Lockout

The Time lockout feature allows a company to specify a lockout date after which no employee is permitted to enter or submit time to the lockout period. Time Lockout is important for those companies using the time data for payroll, billing, or any purpose where it is critical that no information is added, or altered, after a specific date. (page 82)

Alternate Approvals

As part of an overhaul to the many facets of Approvals, a means to permit managers to designate alternates to approve time/expenses during their absence is available. The alternate approvals feature allows approving managers to pre-select their alternates, allows managers to easily change their status (in/out) and automatically sends e-mails to the alternate approving managers requesting that they approve time and expenses during the period. (page 70)

Security - Limited Access

Limited access is an enhanced security mechanism permitting information about specific projects, employees, tasks, etc. to be explicitly hidden from certain managers, team leaders and empowered employees who have access to the Administrative areas of the software. Limited Access is important for those companies wanting to restrict information visibility between departments, teams, etc. Applying limited access filters information a manager can access to only those projects, tasks, etc., that the manager is specifically permitted to view. (page 194)

Expense Sheet Management

Submitted and approved expenses are kept as whole expense sheets in the software, and remain available to the user who submitted the expense sheet. In addition, managers are able to flag each expense sheet as paid or unpaid, while improved filtering assists those working in the Expenses view.

Login improvements

The login screen remembers the user's login name and database. For those who occasionally forget their password, a 'forgot password' link is available which e-mails the employee a new password.

Forced Time Entry Descriptions

For each task in the database, an option is available to force users to enter a description when time is entered against a specific task.

QuickBooks improvements

Version 10 expands its integration with QuickBooks by adding expenses as one of the items that can be sent from DOVICO Timesheet to QuickBooks. Also added is the ability to send time to QuickBooks as payroll data.

Budget vs. Actual Statistics

The ability to quickly review budget vs. actual data from the Project Assignments view is available as a form of 'instant reporting'. By clicking on any item in an assignment hierarchy, a manager is able to view summary time and costs on the chosen client, project, task group, task or employee. (page 51)

Manager control of ETCs

The ability for managers to review and adjust employee ETCs (Estimate Time to Complete) is available from the Budgeted Time & Costs view.

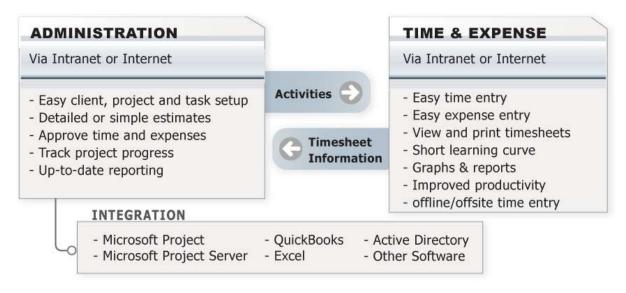
DOVICO Timesheet Overview

Managers and empowered employees use DOVICO Timesheet to setup, manage and monitor activities within projects. Basic information (clients, projects, tasks, employees, etc.) is first entered into the database. Then all employees use DOVICO Timesheet to enter time against the specific projects and tasks assigned to them either while working (timer) or at the end of the day (bulk entry).

In a typical multi-user installation, **everyone** enters time on a daily basis using the time entry screen while **managers** and empowered employees use the administrative functions on a daily, weekly or monthly basis to monitor and report on projects (by employee, team, client, project, task, etc.).

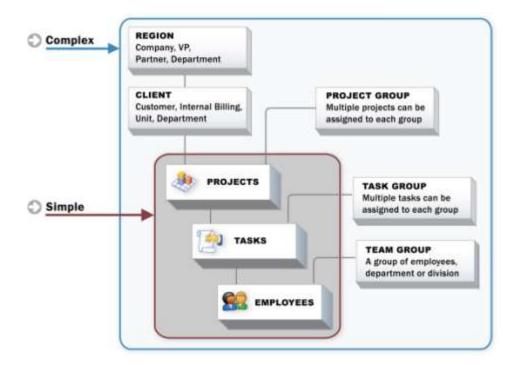
DOVICO Timesheet also synchronizes with Microsoft® Project and Microsoft® Project Server to transmit time and other relevant information to Microsoft® Project.

DOVICO Timesheet can also connect to QuickBooks®. This permits employee timesheet and expense information to be synchronized with QuickBooks® for accurate billing or reimbursement purposes.



DOVICO Timesheet - Information Hierarchy

DOVICO Timesheet uses the following information hierarchy. Employees report time against tasks, and recorded hours are rolled-up to each level of information (task group, project, project group and client).



Installation

Before getting to work, you need to install DOVICO Timesheet on your server or centralized computer acting as a file server. Review the **Detailed Installation Guide**: http://www.dovico.com/client.html for complete instructions.

Note: DOVICO Timesheet is available as a hosted solution (online, ASP, SaaS) for those wanting to outsource the technical aspects of installing and maintaining the application.

System Requirements

Operating systems

Compatible with Microsoft Windows operating system versions 2003, XP Professional (Service Pack 2), Vista (Service Pack 1) and Windows Server 2008.

Minimum Server Requirements

- Windows 2003
- Pentium III 750 MHz
- IIS 5.0 or higher (Internet Information Services)
- .NET 2.0 (included with DOVICO Timesheet)
- SQL Express (included with DOVICO Timesheet)
- **256 MB RAM**
- 300 MB free hard drive space on the targeted partition (the destination where DOVICO Timesheet will be installed)
- 150 MB free hard drive space on the operating system's partition
- Network connectivity (TCP/IP)
- File and Printer Sharing for Microsoft Networks

Optimal Server Requirements

- Windows 2003 SP2 with Internet Information Services
- Pentium 4 or greater
- .NET 2.0 (included with DOVICO Timesheet)
- SQL Server 2005
- 1 GB RAM
- 300 MB free hard drive space on the targeted partition (the destination where DOVICO Timesheet will be installed)
- 150 MB free hard drive space on the operating system's partition
- Network connectivity (TCP/IP)
- File and Printer Sharing for Microsoft Networks

Workstation (End-User) requirements (optimized for Internet Explorer 7 or greater)

- Any computer using an HTML web browser (Internet Explorer 6.0 or greater or Firefox 3.0 or greater)
 - A web browser supporting ActiveX controls (when using the Microsoft Project Link)
 - JavaScript and cookies enabled
 - Pop-up blockers disabled or have the site where DOVICO Timesheet is installed designated as safe in the pop-up blocker's settings
- Network/Internet connectivity
- Adobe Reader version 5.1 or above
- For Offline Timesheet functionality: If a user's My Documents folder is located on a remote server, that user's computer must be configured to use 'offline files'

Using the Help system

DOVICO Timesheet includes a comprehensive help system. The help system is launched when the Help button is clicked on any toolbar. When clicked, the help file associated with the current view is displayed (context help).

There are 3 ways to locate information from the help system:

- Click the **Contents** tab to see a high level outline of the contents and to browse to a specific topic or subject matter.
- Click the **Index** tab 📕 to see an alphabetical listing of keywords or phrases. Click on the keyword to see that topic.
- Click the **Search** tab \(\frac{1}{2} \) to query the entire help system for a particular term. For example, users can search for 'ETC' and every topic that contains 'ETC' will be listed at the Search tab. Click any topic from the list to see that topic.

Additional information is available from:

Client Section: http://www.dovico.com/client.html Knowledge Base: http://www.dovico.com/techtips.html

Developer information: http://www.dovico.com/developer.html Free Additional Reports: http://www.dovico.com/reports.html

Use our **Web Resources** for quick access to support and other helpful information.

DOVICO Corporate Web Site: http://www.dovico.com Support Online: http://www.dovico.com/support.html

E-mail Support: support@dovico.com

On Demand Training

Quickly learn how to enter time and expenses using DOVICO Timesheet by using our free On Demand training accessible from our Clients page at: http://www.dovico.com/client.html. Or click the **Interactive Training** button from the logon screen.

Knowledge base

Review up-to-date information on common problems and solutions on our web site at http://www.dovico.com/techtips.html.

Date, Time and Currency formats

The date and currency formats used throughout DOVICO Timesheet are based on the regional settings on the server or computer where DOVICO Timesheet is installed.

The **time** format can vary depending on the view or tool accessed.

The time format in **Administrative views** is always the 24 hour clock format.

The Start/End time format used for the end user time entry tool can be configured to either the 24 hour clock format (e.g. 13:30) or the 12 hour AM/PM format.

The **Duration time** format used for time entry can be either hh:mm or decimal formats (3:30 or 3.5), but values are converted to decimal (3.5) when saved.

Creating an Administrator Account

When DOVICO Timesheet is started for the first time, the software requires you to enter information to create an Administrator account. The Administrator account has full access to all functions and features. Additional users (employees) are created from within the application. The Administrator User ID and Password created in this step should be recorded and stored in a safe place.



Enter the necessary information and click **OK**.

Login

DOVICO Timesheet requires a User ID and Password to login. You will need to obtain these from your Timesheet administrator.

■ To login to DOVICO Timesheet:

- 1. Start your web browser and enter the web address where the application is installed. (e.g. www.yourserver/DovTimesheet/login.aspx).
- 2. Select the database you wish to open from the **Database** drop-down list. For those using DOVICO's hosted services, enter the database name in the **Company** field.
- 3. Enter the User ID.
- 4. Enter the **Password** (case sensitive).
- 5. Click Login.

The **I forgot my password** option sends a new password to the e-mail address stored in the user's profile. A user can later change the password from the time entry tool's Options tab – if enabled. This feature does not work if the employee's profile is synchronized with Active Directory.

Tips:

- Click the **Suggestions** button to send us a product enhancement idea.
- Click the **Training** button to access DOVICO Timesheet's free On Demand Training.

Licenses

See page 10 for instructions on registering the software.

One license is required for each employee actively using DOVICO Timesheet.

Employees no longer using DOVICO Timesheet can remain in the database without using a license. When freeing up an inactive employee's license, his/her previous time and expense entries remain available for reporting purposes.

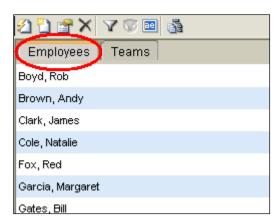
■ To find out how many licenses are currently used:

1. Select the **About** button • on the toolbar. The number of licenses purchased (registered) and the number of licenses being used are displayed in the pop-up window.

■ To free up a license:

1. Click the **Project Assignments** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.

Verify that the **Employees tab** is selected in the employee list pane.



- 2. Select the **employee** who is no longer using the software.
- 3. Click the **Properties** button if in the employee pane toolbar to open the properties window.
- 4. In the properties window, change the **Software access** field to **[None]**.
- 5. Click Done.

■ To transfer a license from one employee to another:

- 1. From the Project Assignments tab, select the **Employee** who is no longer using the software.
- 2. Click the **Properties** button in the employee pane toolbar to open the properties window.
- 3. Change the **Software access** field to **[None]**.
- 4. Click Done.
- 5. Select the new employee who will now be using the software.
- 6. Click the **Properties** button **3**.
- 7. Select the appropriate Software access option for this employee (Time & Expense Entry tools or All).
- 8. Click Done.

Registering DOVICO Timesheet

When you purchase DOVICO Timesheet, a registration key is sent to you by e-mail: "Subject: ESD -DOVICO Timesheet (licenses)". The registration key provided unlocks the software according to the number of licenses purchased.

To view the current number of registered users, click the **About** button • on any toolbar.

You can transfer a license from one employee to another employee, or you can purchase additional licenses by visiting our web site at http://www.dovico.com/purchase.html.

North American toll free number: 1-800-618-8463 International toll free number: 00 800-4618-8463

■ To register DOVICO Timesheet:

- 1. Start DOVICO Timesheet.
- 2. Click the **About** button located on any toolbar.
- 3. Click the **Register Product** link. A registration window appears.
- 4. Enter the **Company Name** exactly as indicated in the registration e-mail.
- 5. Enter the **Registration Key** exactly as indicated in the e-mail.
- 6. Click OK.

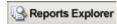
Note: If you are operating multiple DOVICO Timesheet databases, each database will have to be registered.



Side Navigation Bar

DOVICO Timesheet offers one-step access to all administrative views and tools through buttons on the side navigation bar. The navigation bar appears on the side of each view.

Reports Explorer



Reports Explorer: Use the Reports Explorer (page 93) to view reports by team, employee, client, project, or task for periods of your choice. Many different types of reports can be used to monitor time, expense and project information. For a complete list of available reports, search the help file's Index tab for 'Available Reports'.

Timesheet



Time and Expense Entry: Used by all employees to easily enter and submit time and expenses (page 284).

Time & Expenses section



Time Calendar: To review, edit, add or reject timesheet entries submitted by employees. You can also use this view to check overtime worked. A 'month-at-a-glance' view is initially displayed. Double click any day to view or edit timesheet entries for that day (page 79).



Approval Workspace: Use this area to quickly and easily approve or reject submitted timesheets and expenses, to create time and expense approval workflows and to configure Time Lockout options (page 61).



Actual Time & Costs: To view or edit project actual cost information. When timesheet entries have been approved, the actual costs are updated to reflect the hours worked (page 109).



Approved Expenses: To view, reject or edit approved expense information (page 152).

Projects section



Project Workspace: The Project Workspace area includes all necessary views to create project assignments, project budgets/estimates, etc. From this Project Workspace area, you create or edit the employees, tasks, projects, clients, task groups and teams required to setup, manage and monitor project activities (page 46).



Quick Assign: Use the Quick Assign view to make multiple assignments for many employees quickly and effortlessly (page 59).



Project Groups: To view or edit project group information (page 60).

Rates & Billing section



Billing: To create, view, or edit invoices based on actual or fixed costs. You can also use this view to add or edit payments on invoices (page 147).



Rates: To create, view or edit pay and billing rate information (page 113).



Overtime Rates: To create, view or edit overtime rate information (page 116).



Regions: To establish specific tax rates on labor and expenses for each region or place of business (page 150).

Integration section



Microsoft Project: To link project and task assignments created in Microsoft Project or Microsoft Project Server to DOVICO Timesheet (page 236).



Active Directory: To link Microsoft's Active Directory service employees to DOVICO Timesheet. It also authenticates DOVICO Timesheet logon user IDs and passwords against Active Directory (page 271).



QuickBooks: To link employee timesheet and expense information from DOVICO Timesheet to QuickBooks for accurate billing and reimbursement purposes (page 252).



Import/Export: To communicate information between DOVICO Timesheet and other applications in many formats (text, comma separated, html, xml, etc) (page 278).

Advanced section



Custom Field Templates: To create additional data fields permitting users to enter or track extra information when using the software (page 166).



Leave/Absences Rules: To create the policies that determine how much, and how fast, employees can accrue vacation, sick leave, and other leave (page 159).



Expense Categories: To create the expense categories (groups) used by employees when entering expenses. Creating categories helps organize expenses and provides greater flexibility when reporting (page 155).



Currencies: To create or edit relative currency values. Used for conversion purposes when entering expenses (page 157).



Security: To create custom levels of security and to apply limited access security (page 189).

Tools section



Job Scheduler: To automate functions such as sending reports and e-mail notifications, or maintaining the database (page 187).



Update Employee Properties: To quickly and easily adjust employee properties for all or multiple employees. Use it to save time when you need to make a common change to a large number of employees (page 186).



Holiday Time Entry: To quickly add a common time entry to multiple employees (page 183).



Bulk Time Move: Move time from project to project, task to task or any combination (page 184).



Database Options: Use the Database Options tool to set or modify preferences for the database. Options include custom terminology, default settings, company information, etc (page 176).



Options: To configure other preferences when using administrative functions (page 171).



Timesheet options: To modify the time and expense entry screens for each employee. Modifications include to showing/hiding certain data entry or information fields, and setting the default day that starts each week (page 173).

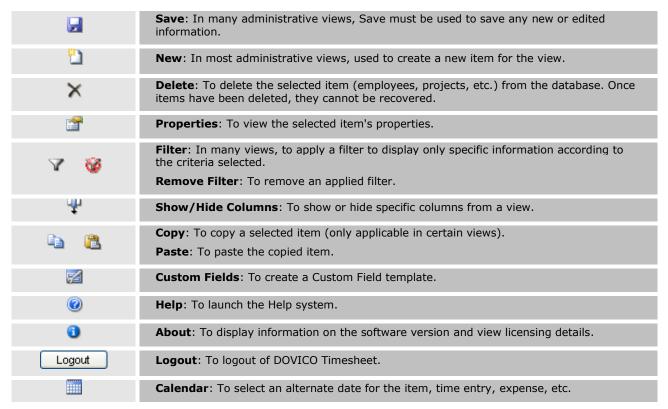


Backup Audit Trail: To backup or extract audit trail information from the DOVICO Timesheet database (page 224).

Toolbar buttons

The following highlights toolbar buttons found throughout the application as well as some icons specific to certain views.

Common toolbar buttons



Expenses Entry toolbar buttons

🚹 New Sheet	Create a new sheet: To create a new expense sheet.
\$ Submit	Submit: To submit an expense sheet to the database.
	Delete selected rows : To delete an expense entry (row) from the expense sheet grid.
<u> 8</u>	Delete expense sheet: To delete the entire expense sheet.
₹	Move selected row: To move an expense entry to a different expense sheet.
<u> </u>	View approval paths: To review approval paths for submitted time and expenses.
Administration	Return to Administrative views: To access the administrative functions. The administrative functions are only available to those with suitable software access rights and security level .

Time Entry toolbar buttons

Submit	Submit: To send your time entries to the DOVICO Timesheet database.
1	Rejected time entries : To see a list of weekly timesheets that contain rejected time entries.
	Exception Request: To request that a date range be unlocked to permit time to be added or submitted. Only available if Time Lockout is used.
(b)	Start: To start timing on the selected task.
9	Start From Last : To start timing on the selected task and to set the start time to equal the previous time entry's end time. The Show Start/End times option must be enabled to use Start From Last.
•	Stop: To stop timing.
=	Create a multiple row: To create an additional timesheet grid row for the selected task.
2	Delete selected rows : To delete the selected time entry row from the timesheet grid.
<u>8</u> 8	View approval paths: To review approval paths for submitted time and expenses.
*	Offline : To work in an offline (disconnected) mode. While in Offline mode, time entry data is saved on the user's computer. When returning to 'live' mode, the saved data is forwarded to the DOVICO Timesheet database.
	Synchronize: To temporarily reconnect to the database.
<u>□</u> ••	Online: To reconnect to the database.
Administration	Return to Administrative views: To access the administrative functions. The administrative functions are only available to those with suitable software access rights and security level .

Reports Explorer toolbar buttons

	Print Preview: To preview the selected report.
(Add: To add a report or report folder.
EE.	Rename: To rename a report folder.
<u> </u>	Delete : To delete a report or report folder.
<u></u>	Report Properties: To view and edit a report's properties.
	Schedule Report: To schedule a report to run automatically.
<u> </u>	Report/Folder Security : To edit or apply security groups to the selected report or report folder.
3	Create Custom Report: To customize the selected report.
	Import Report: To import a report.
=	Export Report: To export the selected report.

Time & Expense Approval toolbar buttons

≟	Approve: To approve submitted time, expenses or exception requests.
<u>→</u>	Approve with Exclusions: To approve all unselected cells and reject all selected cells.
À	Reject: To reject submitted time, expenses or exception requests.
₫	Approval Override: To bypass all time and expense approval paths and managers.
	Exception Request : To request that a submitted timesheet be unlocked to permit it to be approved.

Project Assignments toolbar buttons

&	New Client (details): To create a new client and enter detailed information.
&	New Client : To quickly create a new client and only enter required information.
>	New Project (details) : To create a new project and enter detailed information.
ॐ	New Project : To quickly create a new project and only enter required information.
200	Assign: To assign employees to tasks or tasks to projects.
<u> </u>	Unassign: To remove assignments at the employee, task or project level.
₩.	Delete Filter : To delete the saved filter.
5	Show/Hide Assignments : To show/hide employee assignments in the time entry screen.
ae	Rename: To rename an employee, task, project, client, etc.
3	Project Estimate total : To enter the estimated total number of hours (budgeted hours) that a project is scheduled to take to complete.
7	Limited Access Group filter: To filter information based on Access Groups.
<u></u>	Project Assignment Statistics (F8) : To view budget vs. actual data for the item selected in the assignment tree.
2	New : To quickly create a new task, task group, employee or team and only enter the minimum amount of information.
1	New (details) : To create a new task, task group, employee or team and enter detailed information.
<u> </u>	Copy assignments : To copy all assignments for a given employee to one or more other employees.

Time Calendar toolbar buttons

À	Reject Time entry: To reject approved time.
■.	View Timesheets : To display detailed approved timesheet information for the selected day.

Approved Expenses toolbar buttons

À	Reject Expenses: To reject an entire expense sheet.
\$€	Reimburse Expenses: To categorize an expense sheet as reimbursed.
<u>\$</u>	Report on Expenses: To view details on expense sheets.

Job Scheduler toolbar buttons

1	New Database job: To create a new automated database job.
2	New Notification job: To create a new automated notification job.
1	New Reporting job: To create a new automated reporting job.
>	Edit job: To edit the selected job.

Limited Access tab (Hierarchy-based mode Security) toolbar buttons

===	Assign: To assign managers to access groups.
<u> </u>	Remove Assignments: To remove manager assignments from access groups.
<u>a</u>	Copy Assignments : To copy all limited access assignments for a given employee to one or more other employees.
	View Access Rights: To view assignment details.

PART 2 - ADMINISTRATIVE FUNCTIONS

Administrative Functions

This part of the user's guide provides all the necessary information to use DOVICO Timesheet's administrative functions. The administrative functions contain all the tools and views required to setup, maintain and report on projects, project budgets, clients, tasks, employees and employee time and expenses.

For employees only required to enter time and expenses, instructions begin on page 284.

The Administrative functions in DOVICO Timesheet are limited to only those employees (administrators, managers, empowered employees) with suitable security settings and software access rights.

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Assignments

In DOVICO Timesheet, Assignments are the unique links between projects, tasks, and employees that define how a project is organized for time entry. Assignments establish who works on what and are required before employees can begin to track their time on projects and tasks.

Before employees can begin tracking time, a few necessary steps are required to be completed. These are creating projects, tasks, employees and then creating assignments.



The Project Workspace section contains most of the necessary views and functions to setup and manage your projects, tasks and employees.

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Clients

In DOVICO Timesheet, **Clients** are companies, business units, or individuals for whom work is performed. Clients can be linked to specific projects if time or expenses associated with projects are billable. Clients are not required if your company does not bill clients or does not charge back to business units.

The clients created here become available as an optional selection for projects. As a result, any project can be associated to a client.

The following chapter describes how to **add** a **client** using the Project Assignments view.

Clients can be added in 2 ways:

- OPTION A: Add a client and enter detailed information for that client.
- OPTION B: Quickly add a client by entering only the minimum amount of information.

Clients can also be added using the **Client Items List** view (page 21).

Prerequisite:

• If you are planning to invoice clients for time and/or expenses, **Regions** should first be established.

■ OPTION A: To add a client with detailed information:

- 1. Click the **Project Assignments** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.
- 2. Select **New Client (Details)** in the drop-down list at the upper left corner of the view.

A client properties window opens.

- 3. Enter a unique client Name (up to 250 characters).
- 4. A client abbreviation is automatically created using the first 3 letters of the client name. Optionally modify the client **Abbreviation** (up to 20 characters). If modifying the abbreviation, be sure to add a hyphen "-" at the end of the abbreviation. The client abbreviation must be unique.
- 5. (Optional) If you are creating invoices for this client, click the Address tab at the bottom of the client properties window and enter the address information that appears on the printed invoice. If multiple addresses are entered for a client, set the Display column to Yes for the address that you want to appear on invoices.
- 6. Click **Done** to automatically save the information and close the window.

OPTIONAL INSTRUCTIONS:

- 7. Enter a **Contact name**. This information is kept for reference purposes only and does not appear in reports or invoices.
- 8. Enter an **E-mail address** for the client. This e-mail address is used for automated reporting purposes (see Job Scheduler, page 187).
- 9. Select a **Region** from the drop-down list. The region is used to apply different tax rates to each place of business (i.e. state, province, country) when invoices are prepared. If no invoices are prepared, you can use regions to group clients for reporting purposes.
- 10. Check the **Flag for archive** box if you want to remove this client from the database the next time the Archive Database function is run.
- 11. Click **Done** to automatically save the information and close the window.

Notes:

• The first three letters of the client name are automatically used as an **abbreviation**. This abbreviation is displayed in front of a project name in various lists when a client is designated for that project. For

- example, when the project 'Support' is assigned to the client 'ACME', the project name 'ACM-Support' appears in certain lists.
- The full client name is added to the project name when displayed in tree structures (Project Assignments and Time Entry views). The client abbreviation or full client name can be hidden using the **Client Short name option** (in Database Options).
- A new client created in the Project Assignments view remains at the bottom of the assignment tree until the screen is refreshed. When refreshed, the new client appears in alphabetical order.
- If the **Create project for each new client** option is enabled (in Database Options, page 176), a project (with the same name as the client) is automatically created and displayed under the client in the Project Assignments view.
- Renaming a client does not change the client's abbreviation.

Tips:

- You can add a new client by right clicking in the assignment tree pane.
- Additional tabs are available at the bottom of the client properties window to add Notes, Phone Numbers and Addresses.
- You can add fields to track extra client information by using Custom fields
- The term 'Client' can also be **customized** to better fit your company's terminology.

■ OPTION B: To quickly add a client:

- 1. Click the **Project Assignments** tab located in the Project Workspace view.
- To quickly create a new client, select New Client in the drop-down list at the upper left corner of the view.
- 3. At the very bottom of the assignment tree, an **edit box** is displayed. Enter a **unique client name** (up to 250 characters).



4. Press **ENTER** or click elsewhere in the assignment tree to save the new client.

Note about using Quick Add: Using this option (quick add) to add a client does not force the user to enter information in required custom fields.

■ To add a client using the Items List view:

- 1. Click the **Items List** tab located in the Project Workspace view.
- 2. Select **Clients** in the drop-down list at the upper left corner of the view.
- 3. Click the **New** button located in the toolbar.
- 4. A client properties window opens. Enter client information as described in Option A (page 20).
- 5. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new client.

Note: The number of clients displayed in the view is limited by the **Paging** setting (page 171). You may need to click the **paging** buttons or (at the top of the screen) to view additional pages.

Tips:

- Use the **Show/Hide column** function to personalize what information is displayed in the client list view's grid.
- Double click an item in the grid to see that item's properties
- Use the Filter function to view only those clients assigned to a specific region.

Projects

In DOVICO Timesheet, **Projects** are the combined endeavors undertaken to create a unique product, service or result. A project is a fundamental component required for time tracking.

Project information can include details such as a project manager, project start/end dates and project status. Projects are displayed in multiple views (Project Assignments, Approved Expenses, time entry screen, etc) as an optional or mandatory selection.

The following describes how to **add** a **project** using the Project Assignments view.

Projects can be added in 2 ways:

- **OPTION A**: Add a project and **enter detailed information** for that project.
- OPTION B: Quickly add a project by entering only the minimum amount of information.

Projects can also be added using the Project Items List view (page 25).

Prerequisites:

- Clients should first be established if time or expenses associated with projects are billable.
- Employees should first be established to be able to designate a manager for a project.
- **Project Groups** should first be established if you want to be able to report on closely related projects that can be combined into logical groups. Project groups can be established or assigned at a later time without affecting existing time and expense data.

■ OPTION A: To add a project with detailed information:

- 1. Click the **Project Assignments** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.
- 2. In the tree structure on the left, click on the **client** associated with the new project. **OR** click the root **Assignments** icon if the new project has no client.

When a project is associated to a client, the combined client and project name (Client abbreviation + Project Name) appears in certain drop-down fields and reports throughout the application. A client can always be associated to a project at a later time.

3. Select **New Project (Details)** in the drop-down list at the upper left corner of the view.

A **project properties** window opens.

- 4. Enter a unique project **Name** (up to 250 characters). If a client is selected for this project, only the Client+Project name needs to be unique.
- 5. Click **Done** to automatically save the information and close the window.

OPTIONAL INSTRUCTIONS:

- 6. Select an employee from the **Manager** drop-down list. The manager field is used for reporting purposes only.
- 7. From the **Limited Access** field, select which managers or Access Groups can access this project. Only the selected managers (or members of the selected access groups) are permitted to view and report on this project.

Depending on which limited access operating mode is enabled, a list of managers or a hierarchy tree of access groups is displayed in the limited access drop-down list. See **Notes** below.

• Check the managers or access groups who require access to this item. Click the 'check all' icon to select all. Clicking the 'unselect all' icon removes all extra check

marks while leaving at least one manager or one access group selected. This is to quarantee that at least one person can access the item.

• Click anywhere outside the Limited Access window to close the list.

Notes:

- If the Limited Access list displays user names then Manager-level limited access mode is likely enabled (page 196). Otherwise, Hierarchy-based limited access mode is likely enabled (page 202).
- When an access group is checked, any parent access group is automatically checked.
- 8. Select a **Project Status** from the drop-down list. The status determines whether the project is available for time entry or if it is only available for reporting and general information purposes. See page 25 for more information on Project Status.
- 9. From the **Group by** drop-down list, select which project group to associate with this project.
- 10. Select the **Billing by** option from the drop-down list to establish the type of billing used for the project.
 - **Fixed cost**: The invoice total used in the Billing view is calculated according to a fixed amount. When you create an invoice for a fixed cost project, the invoice will not show detailed information (i.e. recorded hours worked, charge out rates).
 - **Actual hours**: The invoice total used in the Billing view is calculated according to the actual hours worked. When an invoice is created, you have the option to pick or exclude individual time and expense entries to include on the invoice.
 - **Estimated hours**: If Estimated hours is selected, the invoice total used in the Billing view is calculated according to the actual hours worked. For invoicing, there is no difference between selecting Actual hours or Estimated hours.

When **Fixed Cost** is selected, a **Cost** field is displayed to the right of the Billing by drop-down list. Enter the **total fixed cost** for this project including any **applicable taxes**. When invoicing the client, this is the total to be invoiced.

Tips:

- The 'Billing by' terms can also be customized to better fit your company's terminology.
- You can apply a project based billing rate against all time tracked against this project by using the Budgeted Time and Costs view's budget wizard (page 106).
- 11. Modify the **Start** and **End dates** for the project. These dates are used for reporting purposes only.
- 12. Enter a **Description** for the project (up to 250 characters). This project description is available to those entering time on this project.
- 13. Check the **Flag for archive** box if you want to remove this project from the database the next time the Archive Database function is run.
- 14. **Linked to:** When applicable, this displays the path link for this project to Microsoft Project or Microsoft Project Server.
- 15. The **Default Options** area specifies if all future time or expense entries relating to this project automatically appear with their billable option checked or unchecked. For example, if 'Time entries billable by default' is checked, an employee entering time, or an expense, against this project will have the billable option pre-checked. Check or uncheck each option as required for the project.

Notes:

- Default Options should be set before any assignments are made for a project. Changes
 made to the Default Options after assignments are made will not be reflected in existing
 assignments. If the Default Options are modified after assignments are made, you can use the
 Budgeted Time & Costs view to adjust the existing assignments.
- This option applies the same billable default setting for all assignments within the project. If you
 require mixed default settings within a project, you can edit the billable/non-billable default
 setting for individual assignments by using the Budgeted Time & Costs view.

- 16. In the Task Assignments area, check the appropriate boxes to limit when assignments are displayed to employees based on each task assignment's Start and Finish dates. Task assignment's scheduled Start and Finish dates are established in the Budgeted Time & Costs view. See Only Display Scheduled Assignments (page 57) for a more in-depth explanation of how this works.
 - **Hide Tasks**: Use this option to simply reduce the list of available tasks displayed in the time entry's assignment tree to only those tasks scheduled to be worked on during the displayed week. With the **Hide Tasks** option, tasks are simply 'out-of-sight'. If required, employees can still track time against these hidden tasks by using the time entry's **Show All** function.
 - **Prevent Entries**: Use this option to completely prevent time entry users from tracking time against tasks when the tasks are not scheduled to be worked on. When the **Prevent Entries** box is checked, tasks not scheduled for work, during the displayed week, are not displayed in the time entry's assignment tree. Tasks scheduled for work during only a portion of the week are displayed in the assignment tree but have restrictions placed on them in the time entry grid.
- 17. Click **Done** to automatically save the information and close the window.

Warning: The Leave/Absences project is a built-in project used to track time against vacation, sick leave, holidays, etc. This project cannot be deleted. The project can be renamed but should not be used for other purposes.

Note: A new project created in the Project Assignments view remains at the bottom of the assignment tree until the screen is refreshed. When refreshed, the new project is displayed in alphabetical order.

Tips:

- You can add a new project by right clicking in the assignment tree pane.
- Additional tabs are available at the bottom of the project properties window at to add Notes, Phone Numbers and Addresses.
- You can add fields to track extra project information by using Custom fields
- Use the Limited Access Group filter (page 231) to only view those items assigned to specific Access Groups.
- The term 'Project' can also be **customized** to better fit your company's terminology.

■ OPTION B: To quickly add a project:

- 1. Click the **Project Assignments** tab located in the Project Workspace view.
- 2. In the tree structure on the left, click on the **client** associated with the new project. **OR** click the root **Assignments** icon if the new project has no client.
- 3. Select **New Project** in the drop-down list at the upper left corner of the view.
- 4. If there is no associated client to the new project, an **edit box** is displayed at the very bottom of the assignment tree. If there is an associated client, the edit box is displayed under that client. Enter a unique project **name** (up to 250 characters).

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5. Press **ENTER** or click elsewhere in the assignment tree to save the new project.

Note: Using this option (quick add) to add a project does not force the user to enter information in required custom fields.

■ Add a project using the Items List view:

- 1. Click the **Items List** tab located in the Project Workspace view.
- 2. Select **Projects** in the drop-down list at the upper left corner of the view.
- 3. Click the **New** button located in the toolbar.
- 4. A project properties window opens. Enter project information as described in Option A (page 22).
- 5. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new project.

Note: The number of projects displayed in the view is limited by the Paging setting (page 171). You may need to click the **paging** buttons 🖭 or 😉 (at the top of the screen) to view additional pages.

Tips:

- To view or edit details for more than one project, open a project properties window and use the **Next** Record button (or Previous) to browse to other projects. Clicking the Next (or Previous) button automatically saves any changes made.
- Use the **Show/Hide column** \$\psi\$ function to personalize what information is displayed in the project list
- Use the **Filter** function \forall to view only the projects having a certain status, or belonging to a specific project group or client.
- Use the Limited Access Group filter (page 231) to only view those items assigned to specific Access
- Use the **Find** function to locate a specific project by **name**.

Project Status

The **Project Status** defines the current state of a project. The status determines whether the project is available for time entry or if it is only available for reporting and general information purposes.

- **Estimate**: Used when estimated hours need to be entered when preparing a project budget. When the project status is set to Estimate, all assignments for that project are available for time and expense entry.
- **Quotation**: Used to prepare a project for approval by the client before it can be activated. When set to this status, a project will not be available for time or expense entry.
- **Active**: Used to activate the project for time and expense entry. When the project status is set to Active, estimated hours can no longer be edited and all assignments for that project are available for time and expense entry.
- Rejected: Used when a project is not accepted by the client. When set to this status, a project will not be available for time or expense entry.
- Terminated: Used when a project is terminated before completion. When set to this status, a project will not be available for time or expense entry.
- **Finished**: Used when a project is completed. When set to this status, a project will not be available for time or expense entry.

The project status names can be **customized** to better fit the terminology used by your profession, industry or company.

Creating a Project Template

This is a very powerful time saving feature. One benefit of creating a template is having a common starting point or structure when creating a new project.

■ To create a project template:

- 1. Click the **Project Assignments** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.
- 2. Click the root **Assignments** icon at the top of the view.



3. Select **New Project (Details)** in the drop-down list at the upper left corner of the Project Assignments view.

A **project properties** window opens.

- 4. Optionally select a **client** from the drop-down list if this project template is for a specific client.
- 5. Enter a unique **project name** (up to 250 characters). The name should identify this project as a template.
- 6. Set the project **Status** to **Finished** so that this project template is not available for time or expense entry.
- 7. From the **Limited Access** drop-down, select the managers/Access Groups who may need to use this template.
- 8. Optionally enter additional project information as required.
- 9. Click **Done** to automatically save the information and close the window.
- 10. In the Assignment tree, select the project template and click the **Assign** button located on the toolbar. The **Assignments List** window opens.
- 11. Select one or more **tasks** (or task groups) to assign to this project and click **OK**. To select more than one item, hold the **Ctrl** key while making your selections.
- 12. If you want employee assignments to be included in the project template, click on each task and assign employees by clicking on the **Assign** button .
- 13. Optionally use the **Budgeted Time and Costs** view to add, edit or adjust any estimate information for each task assignment.

The project template is now created. When a new project is required, **copy and paste** this template and use it as a starting point. Rename the copy and make any necessary adjustments to assignments, budgets, etc.

Tasks

Tasks are activities or work efforts against which employees track their time. Tasks are fundamental components required for time tracking. Before employees can begin tracking time, tasks must first be assigned to projects and then employees must be assigned to tasks.

The following describes how to **add** a **task** using the Project Assignments view. Tasks can be generic and assigned to multiple projects (meeting, planning, etc.) or can be specific to only one project.

Tasks can be added in 2 ways:

- OPTION A: Add a task and enter detailed information.
- OPTION B: Quickly add a task by entering only the minimum amount of information.

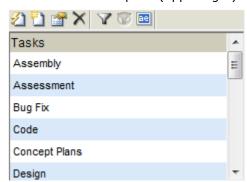
Tasks can also be added using the Tasks Items List view (page 29).

Prerequisite:

• **Task Groups** should first be established if you are planning to combine specific tasks to form a group.

■ OPTION A: To add a task with detailed information:

- 1. Click the **Project Assignments** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.
- 2. Locate the Task list pane (upper right).



3. Click the **New (Details)** button in the Task pane toolbar.

A task properties window opens.

- 4. Enter a unique task **Name** (up to 250 characters).
- 5. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new task.

OPTIONAL INSTRUCTIONS:

6. Select a task group from the **Group by** drop-down list.

A **More** button is displayed to the right of the Task Group field whenever a task is assigned to a task group. When a task is assigned to a task group, previous assignments made using this task group are not automatically updated. If assignments were previously made using this task group, then click the More button to select how previous assignments made will be adjusted. See page 31 for full details on how the More button works for tasks.

7. From the Limited Access field, select which managers or Access Groups can access this task. Only the selected managers (or members of the selected access groups) are permitted to view and report on this task.

Depending on which limited access operating mode is enabled, a list of managers or a hierarchy tree of access groups is displayed in the limited access drop-down list. See **Notes** below.

- Check the managers or access groups who require access to this item. Click the 'check all' icon to select all. Clicking the 'unselect all' icon removes all extra check marks while leaving at least one manager or one access group selected. This is to quarantee that at least one person can access the item.
- Click anywhere outside the Limited Access window to close the list.

Notes:

- If the Limited Access list displays user names, then Manager-level limited access mode is likely enabled (page 196). Otherwise, Hierarchy-based limited access mode is likely enabled (page 202).
- When an access group is checked, any parent access group is automatically checked.
- 8. Enter a **Description** for the task (up to 250 characters). This description can be seen by to those entering time against this task as the <u>Task Description</u>. The task description is also used as the default entry for the <u>Time Entry Description</u> field in the time entry tool, and can be modified by the employee for each time entry.

(**Optional**) Check the **Required for time entry** box to force the time entry user to enter a Time Entry Description when entering time against this task. With this option checked, the task's description is not entered as the default <u>Time Entry Description</u> as described above.

Tip: When using the 'Required' option described above, you should remove the ability from users to hide the Time Entry Description field (see Timesheet Options on page 173).

- 9. Enter a **Prorating** for this task. The prorating value is used to assign a proportionate value to this task when billing clients on time spent on this task. See **Proratings** on page 30 for a detailed explanation of how proratings are used in calculating client costs. When editing a prorating, a 'More' button is displayed to offer more options. When creating a new task prorating, this button can be ignored.
 - Example: The task called MEETING has a prorating of 2 and Jane's hourly rate charged is \$100 per hour, the client cost for this task is calculated as follows: $$100 \times 2 \times $100 \times 10
- 10. Check the **Global box** if you want this task to be assigned to all projects that do not have specific assignments. For projects that have no specific assignments, global tasks are automatically assigned to the project and all employees are assigned to the global task.
- 11. Check the **Flag for archive** box if you want to remove this task from the database the next time the Archive Database function is run.
- 12. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new task.

Warning: If a task is deleted, all the hours worked for that task are also deleted. All project costs and estimates associated with the task are also deleted. Instead, consider using the **Archive** function as it will effectively accomplish the same as delete, but the task and all associated information will be stored in a separate, archive database.

Tips:

- Use the **Filter** function \forall to view only those tasks assigned to a specific task group.
- You can add a new task by right clicking in the task list pane.
- Additional tabs are available at the bottom of the task properties window at to add Notes, Phone

Numbers and Addresses.

- You can add fields to track extra task information by using Custom fields
- Use the Limited Access Group filter (page 231) to only view those items assigned to specific Access Groups.
- The term 'Task' can also be customized to better fit your company's terminology.

■ OPTION B: To quickly add a task:

- 1. Click the **Project Assignments** tab located in the Project Workspace view.
- 2. Locate the Task list pane (upper right).
- 3. Click the **New** button and in the task pane toolbar.
- 4. At the very bottom of the task list, an **edit box** is displayed. Enter a unique **name** for the task (up to 250 characters).



5. Press **ENTER** or click elsewhere to save the new task.

Note: Using this option (quick add) to add a task does not force the user to enter information in required custom fields.

■ To add a task using the Items List view:

- 1. Click the **Items List** tab located in the Project Workspace view.
- 2. Select **Tasks** in the drop-down list at the upper left corner of the view.
- 3. Click the **New** button located in the toolbar.
- 4. A task properties window opens. Enter task information as described in Option A (page 27).
- 5. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new task.

Note: The number of tasks displayed in the view is limited by the **Paging** setting (page 171). You may need to click the **paging** buttons or (at the top of the screen) to view additional pages.

Tips:

- To view or edit details for more than one task, open a task properties window and use the **Next Record** button (or Previous) to browse to other tasks. Clicking the Next (or Previous) button automatically saves any changes made.
- Use the Show/Hide column function to personalize what information is displayed in the task list view's grid.
- Double click an item in the grid to see that item's properties
- Use the Filter function to view only those tasks assigned to a specific task group.
- Use the Limited Access Group filter (page 231) to only view those items assigned to specific Access Groups.
- Use the **Find** function to locate a specific task by **name**.

Prorating

Proratings are variables assigned to tasks (page 27) and overtime rates (page 116) used in calculating client costs. The following details how proratings are used in calculating client costs and describes the different options for editing proratings.

■ Task prorating:

When you assign a prorating to a task, that prorating value is multiplied by the employee's rate charged (billing rate) and the number of hours worked against that task to calculate the **client cost** for that task. By default, each task is assigned a prorating value of 1.

Example: The task called Audit has a prorating of 1.25 and Jane's hourly rate charged is \$100 per hour, the client cost for a 2 hour time entry on this task is calculated as follows:

\$100 rate charged x 1.25 task prorating x 2 hours = \$250.

Task proratings can be edited from:

- 1. Tasks: When you edit a task prorating from the Tasks view, the new value will be used on all future time entries, unless the prorating for a specific task assignment was modified using the Budgeted Time & Cost view. (see 2 and 3 below). The new value can also be applied to approved time entries using the More button, which appears next to the Prorating field.
- 2. Budgeted Time & Cost: When you edit the task prorating from this view, the new value will only be applied to future time entries on the specific project/task assignments selected.
- Project Assignments: When you edit an assignment's properties from this view, the new value will only be applied to future time entries on the specific project/task assignment selected.
- 4. Actual Time & Costs: When you edit the task prorating from this view, this will apply the new value to the approved time entries selected.

■ Overtime prorating:

When you assign a prorating to an overtime rate, the **client cost** calculation is the same as described above except that employee's rate charged (billing rate) is also multiplied by the overtime rate prorating when the time entry is submitted as overtime. By default, each overtime rate is assigned a prorating value of 1.

Example: If Jane submits a time entry for 2 overtime hours (with an overtime prorating of 1.5) on the same Audit task described above, the client cost for this time entry is calculated as follows:

\$100 rate charged x 1.25 task prorating x 2 hours x 1.5 overtime prorating = \$375.

Overtime proratings can be edited from:

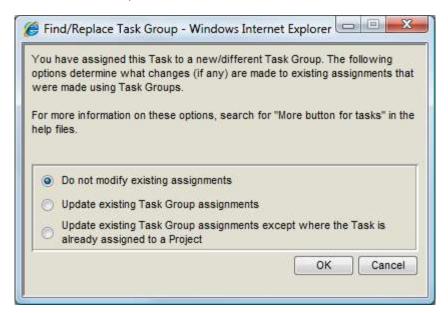
- 1. Overtime Rates: When you edit an overtime prorating from this view, the new value will be used on all future time entries. The new value can also be applied to approved time entries using the More button, which appears next to the Prorating field.
- 2. Actual Time & Costs: When you edit an overtime prorating from this view, this will apply the new value to the approved time entries selected.

'More' button for Tasks

When a task is assigned to a task group for the first time, or when a task is assigned to a new or different task group, there are 3 available options that determine what changes, if any, are made to existing assignments made using task groups.

If you have not made assignments using Task Groups then the More button options can be ignored.

The following details the 3 available options.



Option 1: Do not modify existing assignments

No changes are made to existing task group assignments. The next time the task group is assigned to a project, the task will appear within the task group.

Option 2: Update existing Task Group assignments

All existing assignments made using this task group will be updated with the task. If the task was not previously assigned, it will be added to the task group. If the task was previously assigned, it will be moved to the task group.

Option 3: Update existing Task Group assignments except where this Task is already assigned to a Project

For each project, the task group assignments will be updated only if the task was not previously assigned to the project.

Note: It is important to remember that a task can only belong to one task group and that a task can only be assigned to a project once.

The following details how each option affects assignments for 2 sample projects (Alpha and Beta). Each project has assignments made by task groups as well as assignments made without task groups. To simplify the explanations, the employees assigned to each task are not displayed.

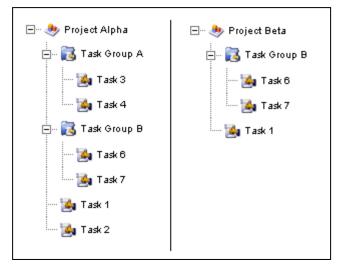
Two scenarios are detailed:

Scenario A: A **new** task is assigned to an existing task group.

Scenario B: An **existing** task is moved from one task group to another.

Scenario A: A new task is created and assigned to an existing task group.

In the following scenario, Task 5 is a new task and is assigned to existing Task Group A.



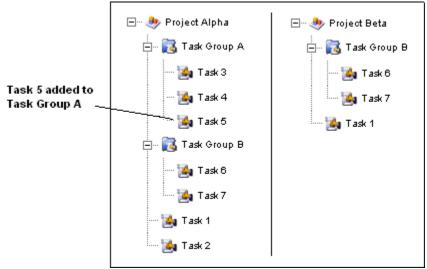
Assignments before the change.

Option 1: Do not modify existing assignments.

No automatic modifications are made to existing assignments. Task 5 only appears in Task Group A the next time Task Group A is assigned to a project.

Option 2: Update existing Task Group assignments.

In Project Alpha, Task 5 is added to Task Group A. In Project Beta, Task Group A is not used and therefore Task 5 is not added to the project.



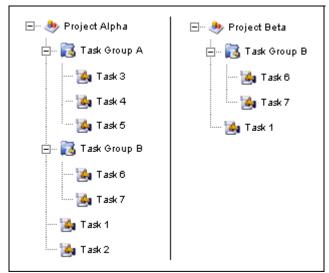
Assignments after using option 2

Option 3: Update existing Task Group assignments except where this Task is already assigned to a Project

Because this is a new task (and therefore new to all projects), Task 5 will be added to all projects using Task Group A. For this scenario, options 2 and 3 have the same effect.

■ Scenario B: An existing task is moved from one task group to another.

In the following example, Task 5 is reassigned from Task Group A to Task Group B.



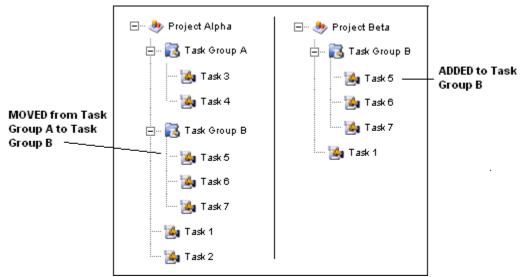
Assignments before the change.

Option 1: Do not modify existing assignments.

No automatic modifications are made to existing assignments. Task 5 only appears in Task Group B the next time Task Group B is assigned to a project.

Option 2: Update existing Task Group assignments.

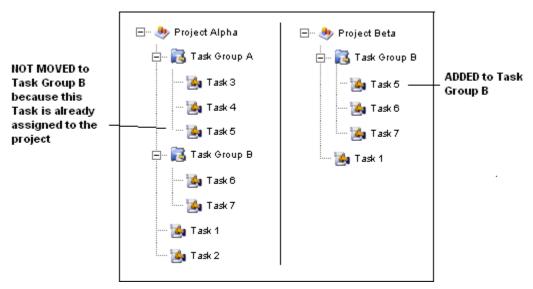
For Project Alpha, Task 5 is moved from Task Group A to Task Group B. For Project Beta, Task 5 is added to Task Group B.



Assignments after using option 2

Option 3: Update existing Task Group assignments except where this Task is already assigned to a Project

For Project Alpha, Task 5 is not moved to Task Group B because it was already assigned to this project. Alternately, for Project Beta, Task 5 appears in Task Group B because Task 5 was not previously assigned to this project.



Assignments after using option 3

Task Groups

Task Groups are specific tasks combined in one category to form a group. Task Groups are useful if your projects have some common, well-defined structures (sub-levels of information). Task Groups can simplify how assignments are made and how reporting is accomplished on similar types of work.

For example; if many projects have a common phase requiring employees to create specifications, you can create a task group called 'Specifications' and assign precise specification-type tasks to this group. You then assign the task group to one or more projects and then have the ability to monitor and report on how much time is spent on 'Specifications' as a general category rather than the individual specification-type tasks.

The following describes how to **add** a **task group** using the Project Assignments view.

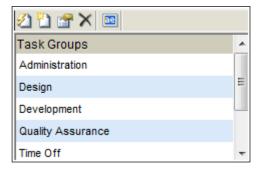
Task Groups can be added in 2 ways:

- **OPTION A**: Add a task group and **enter detailed information**.
- **OPTION B**: Quickly add a task group by entering only the **minimum amount of information**.

Task Groups can also be added using the Task Groups Items List view (page 36).

■ OPTION A: To add a task group with detailed information:

- 1. Click the **Project Assignments** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.
- 2. Locate the Task Groups list pane (lower right corner).



3. Click the **New (Details)** button in the Task Group pane toolbar.

A task group properties window opens.

- 4. Enter a unique task group **Name** (up to 250 characters).
- 5. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new task group.

OPTIONAL INSTRUCTIONS:

6. From the Limited Access field, select which managers or Access Groups can access this task group. Only the selected managers (or members of the selected access groups) are permitted to view and report on this task group.

Depending on which limited access operating mode is enabled, a list of managers or a hierarchy tree of access groups is displayed in the limited access drop-down list. See **Notes** below.

• Check It the managers or access groups who require access to this item. Click the 'check all' icon to select all. Clicking the 'unselect all' icon removes all extra check

marks while leaving at least one manager or one access group selected. This is to quarantee that at least one person can access the item.

• Click anywhere outside the Limited Access window to close the list.

Notes:

- If the Limited Access list displays user names then Manager-level limited access mode is likely enabled (page 196). Otherwise, Hierarchy-based limited access mode is likely enabled (page 202).
- When an access group is checked, any parent access group is automatically checked.
- 7. Enter a **Description** for the task group (up to 250 characters).
- 8. Check the **Flag for archive** box if you want to remove this task group from the database the next time the Archive Database function is run.
- 9. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new task group.

Tips:

- You can add a new task group by right clicking in the task group list pane.
- Additional tabs are available at the bottom of the task group properties window to add Notes, Phone Numbers and Addresses.
- You can add fields to track extra task group information by using **Custom fields**.
- Use the Limited Access Group filter (page 231) to only view those items assigned to specific Access Groups.

Warning: If a task group is deleted, all assignments made using the task group are deleted along with any estimate information entered for those assignments. Time entries associated with the task group are not deleted.

■ OPTION B: To quickly add a task group:

- 1. Click the **Project Assignments** tab located in the Project Workspace view.
- 2. Locate the Task Groups list pane (lower right corner).
- 3. Click the **New** button 2 in the task group pane toolbar.
- 4. At the very bottom of the task group list, an **edit box** is displayed. Enter a unique **name** for the task group (up to 250 characters).



5. Press **ENTER** or click elsewhere to save the new task group.

Note: Using this option (quick add) to add a task group does not force the user to enter information in required custom fields.

■ To add a task group using the Items List view:

- 1. Click the **Items List** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.
- 2. Select **Task Groups** in the drop-down list at the upper left corner of the view.

- 3. Click the **New** button located on the toolbar.
- 4. A **task group properties** window opens. Enter task group information as described in Option A (page 35).
- 5. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new task group.

Note: The number of task groups displayed in the view is limited by the Paging setting (page 171). You may need to click the **paging** buttons or (at the top of the screen) to view additional pages.

Employees

In DOVICO Timesheet, anyone who enters time and expenses, or who manages, monitor or reports on project activities is considered an **Employee**. What differentiates someone who simply tracks their own time versus the individual who administrates the entire software are the details in their respective employee profiles. For each employee, the profile stores the user's id, password, security level, their pay/charge out rates and many more useful details. An employee profile must be created for each individual using the software.

The **Employees** list pane in the Project Assignments view is the location where employees using DOVICO Timesheet are listed, added or edited. Employees are also displayed in multiple views (Project Assignments, Task Groups, etc) as an optional or mandatory selection.

The following describes how to (1) **add** an **employee** using the Project Assignments view. It also details (2) how to enter Leave/Absences information.

Employees can be added in 2 ways:

- OPTION A: Add an employee and enter detailed profile information.
- OPTION B: Quickly add an employee by entering only the minimum amount of information.

Note: Employees can be imported from Active Directory, Microsoft Project, QuickBooks, or from other file types using the Import/Export tool. See Integration on page 235.

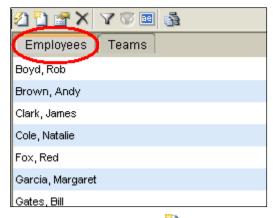
Employees can also be added using the Employees Items List view (page 43).

Prerequisites:

- **Teams** should first be established if you are planning to group employees in a team, department or division.
- **Rates** should first be established if you are tracking company or clients costs on the time entered by employees.
- **Leave/Absences** rules should first be established if you are using DOVICO Timesheet to accrue vacation, sick leave or other types of leave for employees.

OPTION A: To add an employee with detailed information:

- 1. Click the **Project Assignments** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.
- 2. Locate the Employees list pane (middle right) and verify that the **Employees tab** is selected.



3. Click the **New (Details)** \square button in the employee pane toolbar.

An employee properties window opens.

- 4. Enter the employee's **Last** and **First names** (up to 100 characters each).
- 5. Enter the employee's unique **User ID** and **Password** (**case sensitive**), up to 100 characters each. These should be communicated to the employee as they are required to login to DOVICO Timesheet. Employees are able to change their own passwords using an option within the Time Entry screen (some exceptions apply).
- 6. (Optional) Select a **Team** from the drop-down list. If necessary, select an alternate **Effective**
- 7. Select a **Security level** from the drop-down list. The security level restricts access to different views. See Pre-defined Security Groups (page 192) for a detailed description of the default security groups.
 - **Administrator**: Employees assigned to this security level can edit, add, delete and view information in every part of the software.
 - **Manager**: Employees assigned to this security level can edit, add, delete and view information from most views.
 - **Time and Expense entry**: Employees assigned to this security level only have access to time & expense entry. Access to administrative functions is denied.
 - **Team Lead**: Employees assigned to this security level can edit, add, delete and view information in only a limited number of views.
 - **Auditor**: Employees assigned to this security level can only view and export report information from the Reports section of the application (Reports Explorer). All other DOVICO Timesheet options and views are inaccessible.
- 8. Select the **Software access** level for this employee from the drop-down list:
 - [None]: This employee cannot access any DOVICO Timesheet component or view.
 - [Time and Expense Entry only]: This employee has access to only time and expense entry views.
 - [AII]: This employee has access to administrative and time and expense entry views.
- 9. From the **Limited Access** field, select which managers or Access Groups can access this employee. Only the selected managers (or members of the selected access groups) are permitted to view and report on this employee.

Depending on which limited access operating mode is enabled, a list of managers or a hierarchy tree of access groups is displayed in the limited access drop-down list. See **Notes** below.

- Check It the managers or access groups who require access to this item. Click the 'check all' icon to select all. Clicking the 'unselect all' icon removes all extra check marks while leaving at least one manager or one access group selected. This is to guarantee that at least one person can access the item.
- Click anywhere outside the Limited Access window to close the list.

Notes:

- If the Limited Access list displays user names then Manager-level limited access mode is likely enabled (page 196). Otherwise, Hierarchy-based limited access mode is likely enabled (page 202).
- When an access group is checked, any parent access group is automatically checked.
- 10. (Optional) Select a Rate of wages 🛰 from the drop-down list.

Note: Whenever a **Rate of wages** or **Rate charged** is added or changed, a '**More**' button appears next to the Rate field. This button may be ignored when adding a new employee. When changing a rate for an existing employee, click the **More** button and select one of the available options.

- 11. (Optional) Select a Rate charged ¹ from the drop-down list.
- 12. Select a **Start** and **End date** for the employee.

- 13. (Optional) Enter the employee's e-mail address in the E-mail address field (up to 250 characters). The Job Scheduler uses this e-mail address when sending Automated Reports and Notifications.
- 14. (Optional) Check the Flag for archive box if you want to remove this employee from the database the next time the Archive Database function is run.
- 15. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new employee.

The employee profile is now created but there are few other things to do or check before the employee can begin tracking time.

- \checkmark Assign projects and tasks for the new employee.
- \checkmark Add the new employee to any applicable **Approval** workflows.
- √ Review **Assignment Budgets** (Budgeted Time and Costs) for the new employee.
- √ Add the employee to relevant **scheduled reporting or notification** jobs (Job Scheduler).
- ✓ Use the **Timesheet Options** view to customize to the employee's time and expense entry screens.
- ✓ Send the new employee, his/her User ID, Password and the URL or path to login to DOVICO Timesheet.
- √ Train the employee how to use DOVICO Timesheet to enter time and expenses (or use our On Demand Training: http://www.dovico.com/client.html).

■ To specify additional employee settings:

The employee properties window's Additional tab permits Leave/Absences rules and Instant Email Notifications to be assigned to each employee. It also permits the employee's approval workflows for submitted time and expenses to be reviewed.

1. Select an **employee** from the employee list pane and click the **Properties** is button.

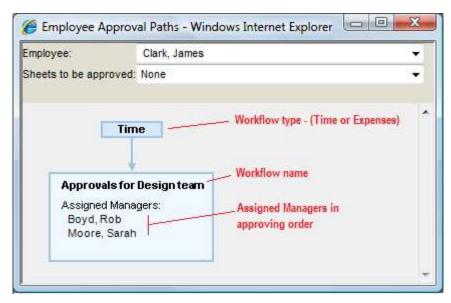
The employee **properties window** opens.

2. Click the **Additional tab** located at the bottom of the window.

Reviewing approval workflows for the employee

When an approval workflow is assigned to an employee, that employee's submitted timesheets are automatically forwarded to the manager(s) designated in the approval workflow. Employees can be assigned to a Timesheet Approval workflow and/or an Expense Approval workflow. Approval workflows are assigned through the Approvals tab (page 62) in the Approval Workspace view.

- a) Click the **Show Employee Workflows** link near the top of the window.
 - The Show Approval Paths window opens.
- b) Details on the information displayed are found on page 69.
- c) The employee is selected automatically however you can select others using the 'Employee' drop-down list at the top of the window.
- d) You can review any active sheets awaiting approval using the 'Sheets to be approved' dropdown list.



Entering leave/absences information and assigning accrual rules

In this step, an employee number, the number of work days per week and the number of hours per day for an employee are established. Leave/Absences rules, which calculate the number of sick days, vacation, flex time, etc., that employees are eligible to take, can also be assigned.

Warning: If you switch an employee's Leave/Absences rule, any manual adjustments made (see step 'e' below) to the original rule are lost.

- a) Enter an **Employee Number** if applicable. This field is for information purposes only.
- b) Enter the number of days that the employee works per week in the **Work days** field.
- c) Enter the number of hours that the employee works per day in the Working hours field. The Working hours per day data is only required when employee accruals are calculated on a daily basis (see Leave/Absences rules, page 159).
- d) Select a Leave/Absences rule from the Rule drop-down list.
- e) When a Leave/Absences rule is selected, the Accrual information window displays, for each accrual, the calculated hours accrued and the accrual start date. Click any row to make adjustments to the **Accrue From date** for the rule and the **number of hours** (adjustment) to add to the rule. Click **OK** when done.

Warning: Only 1 Accrual adjustment can be made for each accrual rule. If a second adjustment is required, then this adjustment should be the total of the previous and new adjustments. Example; Joe had a previous adjustment of 10 hours. His manager has granted him 5 additional hours; therefore the new adjustment must be set to 15.

f) Click **Done** to automatically save the information and close the window.



Select Instant Email Notifications for the employee

The Instant Email Notifications options allow an employee to be notified by e-mail whenever time or expenses have been rejected by their approving manager, or to be notified whenever the employee (as an approving manager) must approve time or expenses for other employees.

- a) Check one or more options:
 - **Notify 'this employee' when there is time to approve**: Check this option to send an e-mail to this employee whenever a timesheet is awaiting his/her approval. This option is only applicable if this employee is a designated approving manager for employee timesheets. See Note that follows.
 - **Notify 'this employee' when there are Expenses to approve**: Check this option to send an e-mail to this employee whenever an expense sheet is awaiting his/her approval. This option is only applicable if this employee is a designated approving manager for employee expenses. See Note that follows.
 - Notify 'this employee' when time/Expenses have been rejected: Check this option
 to send this employee an e-mail whenever one of his/her time or expense sheets has been
 rejected.

Note: Consideration should be taken before selecting either of the first 2 options: Time awaiting approval or expenses awaiting approval. Either of these options will immediately send an e-mail each time an employee submits a time/expense sheet. If the employee is approving for many employees, then his/her e-mail inbox could be flooded with approval notices. An alternate method is to use the Scheduled Notification feature (page 121) that will only send 1 e-mail summarizing all time and expenses to be approved.

- b) (**Optional**) Modify the text used in the Notification E-mail. See Changing Notification text (page 145) for complete instructions on modifying the e-mail text.
- c) Click **Done** to automatically save the information and close the window.

Notes:

- The First and Last names of employees imported from Microsoft Project cannot be edited.
- For employees linked to Active Directory, the First name, Last name, User ID, Password and E-mail Address fields cannot be edited.
- Before changing a rate of wages or rate charged, make certain that employees have submitted their timesheets, since changes may affect time entries that have been entered but not submitted.

Warning:

If an employee is deleted, all the hours worked for that employee are also deleted. All expenses entered by the employee are deleted. All related information: hours worked for projects, project costs associated with the employee, estimates created for this employee are also deleted and cannot be recovered. Instead, consider using the **Archive** function as it will effectively accomplish the same as delete, but the employee and all associated information will be stored in a separate, archive database.

Tips:

- The term 'Employee' can be customized to better fit your company's terminology.
- Different pay and billing rates can be applied to specific employee, project and task combinations by using the Budget Wizard.
- If an employee leaves your company or stops using DOVICO Timesheet, you can free that license while keeping the employee's data by setting the **Software Access** field to **None**.
- You can add a new employee by right clicking in the employee list pane.
- Additional tabs at the bottom of the employee properties window are available to add Notes, Phone Numbers and Addresses.
- You can add fields to track extra employee information by using Custom fields <a>S
- Use the Limited Access Group filter (page 231) to only view those items assigned to specific Access Groups.

- Use the Copy Employee Assignment is function to copy one employee's assignment to one or more other employees.
- The default selections displayed for Instant E-mail Notifications can be changed using the Notifications tab in the Database Options view (page 180).
- You can modify the Instant E-mail Notification option for multiple employees by using the Update Employee Properties view (page 186).

OPTION B: To quickly add an employee:

- 1. Click the **Project Assignments** tab located in the Project Workspace view.
- 2. Locate the Employees list pane (middle right) and verify that the **Employees tab** is selected.
- 3. Click the **New** button and in the employee pane toolbar.
- 4. At the very bottom of the employee list, an **edit box** is displayed. Enter the employee name in the following format (case sensitive): Last name, First name.



5. Press **ENTER** or click elsewhere to save the new employee.

Warning: At this point, this new employee has been assigned a user id (first initial, last name) and a random password. You will have to modify this employee's password before this employee can access DOVICO Timesheet. All employee properties (including the password) can be modified by selecting the employee and clicking the **Properties** abutton in the **Employee** pane toolbar.

Note: Using this option (quick add) to add an employee does not force the user to enter information in required custom fields.

■ To add an employee using the Items List view:

- 1. Click the **Items List** tab located in the Project Workspace view.
- 2. Select **Employees** in the drop-down list at the upper left corner of the view.
- Click the New button located in the toolbar.
- 4. An employee properties window opens. Enter employee information as described in Option A (page 38).
- 5. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new employee.

Note: The number of employees displayed in the view is limited by the Paging setting (page 171). You may need to click the **paging** buttons or (at the top of the screen) to view additional pages.

Tips:

- To view or edit details for more than one employee, open an employee properties window and use the **Next Record** button (or Previous) to browse to other employees. Clicking the Next (or Previous) button automatically saves any changes made.
- Use the **Show/Hide** column function to personalize what information is displayed in the employee list view's grid.
- Use the **Filter** function to only view those employees assigned to a specific team, security level, etc.
- Use the Limited Access Group filter \(\bigcirc \) (page 231) to only view those items assigned to specific Access

Teams

Teams are used to group specific employees in a team, department or division. Using teams provides flexibility when assigning employees to tasks as well as flexibility in reporting by being able to create summary time or costs reports at the team level.

Teams are displayed as an optional selection in employee profiles. As a result, any employee can be assigned to a team.

The following describes how to **add** a **team** using the Project Assignments view.

Teams can be added in 2 ways:

- OPTION A: Add a team and enter detailed information.
- OPTION B: Quickly add a team by entering only the minimum amount of information.

Teams can also be added using the Teams Items List view (page 45).

■ OPTION A: To add a team with detailed information:

- 1. Click the **Project Assignments** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.
- 2. Locate the Teams list pane (middle right) and verify that the **Teams tab** is selected.



- 3. Click the **New (Details)** button in the Team pane toolbar.
 - A team properties window opens.
- 4. Enter a unique team **Name** (up to 250 characters).
- 5. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new team.

OPTIONAL INSTRUCTIONS:

6. From the Limited Access field, select which managers or Access Groups can access this team. Only the selected managers (or members of the selected access groups) are permitted to view and report on this team.

Depending on which limited access operating mode is enabled, a list of managers or a hierarchy tree of access groups is displayed in the limited access drop-down list. See **Notes** below.

• Check Ithe managers or access groups who require access to this item. Click the 'check all' icon to select all. Clicking the 'unselect all' icon removes all extra check marks while leaving at least one manager or one access group selected. This is to guarantee that at least one person can access the item.

• Click anywhere outside the Limited Access window to close the list.

Notes:

- If the Limited Access list displays user names then Manager-level limited access mode is likely enabled (page 196). Otherwise, Hierarchy-based limited access mode is likely enabled (page 202).
- When an access group is checked, any parent access group is automatically checked.
- 7. Enter a **Description** for the team (up to 250 characters).
- 8. Check the **Flag for archive** box if you want to remove this team from the database the next time the Archive Database function is run.
- 9. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new team.

Note: An employee can only be assigned to one team, but may be switched at any time.

Tips:

- You can add a new team by right clicking in the team list pane.
- Additional tabs are available at the bottom of the team properties window to add Notes, Phone Numbers and Addresses.
- You can add fields to track extra team information by using Custom fields

■ OPTION B: To quickly add a team:

- 1. Click the **Project Assignments** tab located in the Project Workspace view.
- 2. Locate the Teams list pane (middle right) and verify that the **Teams tab** is selected.
- 3. Click the **New** button 2 in the team pane toolbar.
- 4. At the very bottom of the team list, an **edit box** is displayed. Enter a **unique name** for the team (up to 250 characters).



5. Press **ENTER** or click elsewhere to save the new team.

Note: Using this option (quick add) to add a team does not force the user to enter information in required custom fields.

■ To add a team using the Items List view:

- 1. Click the **Items List** tab located in the Project Workspace view.
- 2. Select **Teams** in the drop-down list at the upper left corner of the view.
- 3. Click the **New** button located in the toolbar.
- 4. A team properties window opens. Enter team information as described in Option A (page 44).
- 5. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new team.

Note: The number of teams displayed in the view is limited by the **Paging** setting (page 171). You may need to click the **paging** buttons or (at the top of the screen) to view additional pages.

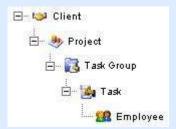
Assignments

In DOVICO Timesheet, **Assignments** are the unique links between projects, tasks, and employees that define how a project is organized for time entry. Assignments must be created before employees can begin tracking their time.

The **Project Assignments** view is where assignments are created and managed. Assignments made in this view appear in DOVICO Timesheet's time and expense entry views with each employee only seeing the specific projects and tasks that have been assigned to them. The Project Assignments view graphically displays assignments on the left pane and displays all available tasks, employees (teams) and task groups within the 3 panes on the right.

How assignments are displayed in the Project Assignments view:

The Assignment tree (left pane) displays a hierarchical representation of the assignments by:



- 1. Clients (optional)
- 2. Projects
- 3. Task Groups (optional)
- 4. Tasks
- 5. Employees
- Items within each level are arranged alphabetically.
- Clicking on the + (or -) symbol next to an item will **expand** (or **collapse**) that item.
- Projects without a designated client appear near the bottom of the assignment tree (after the last client).

The following details (1) how to **assign tasks** (or task groups) to projects, (2) how to **assign employees** (or teams) to tasks and (3) how to **remove assignments**. To create a large number of assignments, you should consider using the Quick Assign view (page 59).

Important Tips:

- Before creating or editing any assignments, check the various toolbars to see if any filters are currently applied in the assignment tree or in any of the panes at the right (employees, tasks, etc).
 Although filters can be very useful when making or editing assignments, they can also cause confusion if you do not remember or recognize that they have been applied.
- See **Tips** at the end of these instructions for time saving information on using the Project Assignments view.

The Project Assignments view is accessed by clicking the **Project Workspace** button in the Projects section of the side navigation bar and then clicking the **Project Assignments tab** at the top of the screen.

■ To assign tasks to projects:

1. In the assignment tree, locate and select the **project** by to which you want to assign tasks.



2. Click the **Assign** button located on the toolbar. The **Assignments List** window opens.



- 3. Click the **Tasks tab** at the top of the Assignments List window.
- 4. Select one or more tasks to assign to this project and click OK. To select more than one item, hold the Ctrl key while making your selections.

■ To assign employees to tasks:

- 1. Locate and select the **task** in the assignment tree.
- 2. Click the **Assign** button located on the toolbar.
- 3. Click the **Employees tab** at the top of the Assignments List window.
- 4. Select one or more **employees** to assign to this task and click **OK**. To select more than one item, hold the Ctrl key while making your selections.

Tip: If using project-based approval workflows (page 66), then you should reviews these whenever employees are added to a project.

■ To assign task groups to projects:

You can assign one task at a time, or easily assign multiple tasks at once by using Task Groups.

Note: To automatically assign tasks when assigning task groups, verify that this option is enabled in the Options view (page 171).

- 1. Locate and select the **project** by in the assignment tree.
- 2. Click the **Assign** button located on the toolbar.
- 3. Click the **Task Groups tab** at the top of the Assignments List window.
- 4. Select one or more **tasks groups** to assign to this project and click **OK**.

■ To assign teams to tasks:

You can assign one employee at a time, or easily assign multiple employees at once by using **Teams**. Unlike when assigning by task group, the team level is not displayed in the assignment tree. The individual team members are displayed directly under the task.

- Locate and select the task in the assignment tree.
- 2. Click the **Assign** button located on the toolbar.
- 3. Click the **Teams tab** at the top of the Assignments List window.
- 4. Select one or more **teams** to assign to this task and click **OK**.

■ To remove assignments:

Warning: When an assignment is removed, timesheet entries made for the project are not deleted but any estimate/budget information associated with the assignment is removed. This means that data (reports) showing budgeted vs. actual information will no longer show the estimate/budget for the removed assignments. An alternative to removing assignments is to hide them (page 52).

- 1. Select the **item** (project, task, employee or task group) from which all assignments are to be removed.
 - Selecting an **employee** will remove the employee assignment from the task.
 - Selecting a task will remove the task assignment and all employees assigned to the task.
 - Selecting a **task group** will remove the task group and all task and employee assignments belonging to the task group.
 - Selecting a **project** will remove all task group, task and employee assignments belonging to the project.
- 2. Click the **Remove Assignments** button 🚉.

Notes:

- Projects linked to Microsoft Project or Microsoft Project Server are displayed in the Project Assignments
 view with an .mpp (or .published) extension appended to the project name. Changes to assignments and
 estimate information for these projects can only be accomplished using Microsoft Project.
- Tasks automatically assigned using **Global Tasks** are not displayed in the Project Assignments view.
- When a task is added to a task group assignment using either the assign button are or using drag and drop (see below), the task is not actually associated to the task group when reporting is done at the task group level. That is, if a task is added to a task group using these methods, any time entered against this task assignment will not appear in reports showing information at the task group level. For task time entries to appear in Task Group reports, the task task group association must be done from the task's properties window.

Tip for Internet Explorer version 6.0 and above:

If using **Internet Explorer**, you can create assignments by **dragging and dropping** items from the task, employee and task groups panes (on the right) directly into the assignment tree.

Example: To assign tasks to a project, select one or more tasks from the task pane on the right side of the screen and drag them on top of a project in the assignment tree. Employees (and teams) can also be assigned to tasks using drag and drop.

You can only drag and drop items into their suitable hierarchy levels. For example, you can drag employees onto tasks, but you will receive an error message if you drag employees over projects, clients or task groups.

Tips:

- Many of the toolbar functions described are also available by using your mouse's **right click** button.
- To make a large number of assignments, it may be easier to use the Quick Assign view.
- Review budget vs. actual statistics after any item in the assignment tree (page 51).

- Use Filtering to limit the amount of data displayed in the assignment tree.
- Use the Limited Access Group filter (page 231) to only view those items assigned to specific Access Groups.
- Use Show/Hide Assignments to hide a task from an employee's time entry view (page 52).
- Use the Copy function to make a copy of an existing project or task assignment structure (page 52).
- Use the Assignment Copy function to copy an employee's assignments to one or more other employees (page 56).

Automatically assign using Global Tasks

This option is useful for companies that usually do not make specific assignments of projects and tasks to employees (i.e. mostly assign all tasks to all employees). When you create a new project, and no specific assignments are made to the project, all tasks designated as global are assigned to all employees for the project.

Using this option, when a new project is created, global tasks are automatically assigned for all employees.

■ To set a task to global:

- Click the **Project Assignments** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.
- 2. Select the **task** from the task pane list on the right side of the view.
- 3. Click the **Properties** button on the task list toolbar.
- 4. Check the **Global** box if you want the selected task to be assigned to all new projects when no assignments are made. In other words, global tasks are only active when no other tasks have been manually assigned to the project.

Tip: You can automatically set all newly created tasks to global by using the **new tasks default to global** option in the Database Options view.

Advanced assignment functionality

Adjust Assignment Properties

Use the **Assignment Properties** function to edit the specific properties of a task/employee assignment. The Assignment Properties are mainly used to calculate the estimated client costs for a task/employee assignment.

Estimate Client Cost = $[(Estimated hours + Adjustment hours) \times Task prorating \times Rate Charged]$

Tip: The Assignment Properties function is useful when editing estimate information on just a few assignments. To make changes to many assignments, it's best to use the Budgeted Time & Costs view's Budget Wizard.

Available assignment properties:

- **Estimated Hours**: The estimated hours to complete a specific task/employee assignment. Estimated hours can only be added or edited when the **project status** is set to Estimate.
- **Adjustment**: Adjustments to the estimated hours to complete a specific task/employee assignment. Adjustments can only be added when the **project status** is set to Active.
- **Prorating**: The budgeted prorating for this specific task/employee assignment. The initial prorating value is taken from the value assigned in this task's prorating field. Editing this value only affects this specific task/employee assignment. It does not alter the default prorating assigned to this task nor does it affect the prorating value where this task is assigned to other projects.
- Rate Charged: The budgeted Rate Charged for this specific task/employee assignment. The initial Rate Charged value is taken from the value assigned in this employee's Rate Charged field. Editing this value only affects the Rate Charged for this specific task/employee assignment. It does not alter the default Rate Charged assigned to this employee nor does it affect the Rate Charged where this employee is assigned to other tasks.
- Billable by Default: The Billable by Default status determines if this assignment is displayed in
 the employee's time entry view with the Billable option already checked or not. For example, if
 'Billable by default' is checked, when this employee enters time against this assignment, the
 billable option is already checked. The initial Billable by Default status is taken from this project's
 Billable by Default field.

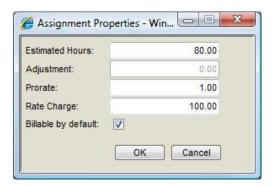
■ To edit assignment properties:

- 1. Go to the **Project Workspace** area and click the **Project Assignments** tab. The Project Workspace button is in the Projects section of the side navigation bar.
- 2. Locate and select the **employee assignment** in the assignment tree.



- 3. Click the **Properties** button located on the top toolbar to display the **Assignment Properties** window (or right click on the employee and select Properties).
- 4. Enter or edit information in any of the available fields:
 - Estimated Hours (available if the project status is set to estimate)
 - Adjustment (available if the project status is set to active)

- **Prorating**
- Rate Charged (only available to users with appropriate security rights)
- Billable by Default
- 5. Click **OK** when finished.



View Budget vs. Actual Statistics

From the Project Assignments view, users can quickly view summary budget vs. actual statistics at any assignment level (client, project, task group, task or employee).

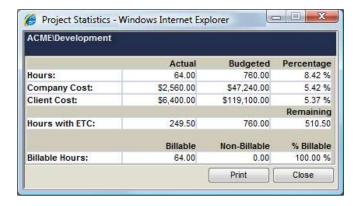
When any item in the assignment tree is selected, clicking F8 displays a small pop-up window with summary data for the item. All sub-level data is rolled up to the selected item's level. For example; if you select a client, then statistics are rolled up for all that client's projects.

■ To view an item's statistics:

- 1. Select the **item** in the assignment tree.
- 2. Click the **View Statistics a** button on the toolbar. Or use **F8** on your keyboard.
- 3. The Statistics pop-up window opens.

Tips:

- You should designate the site where DOVICO Timesheet is installed designated as a safe site in the web browser's pop-up blocker settings.
- Leaving the pop-up window open and clicking on a different item in the assignment tree updates the information in the statistics window.



Note: Company or Client costs are only displayed to users with appropriate security rights.

Show/Hide Assignments

Use the **Show/Hide Assignments** option in the Project Assignments view to hide a particular task assignment from an employee. When a task assignment is hidden, the employee cannot enter time against that task. Hiding a task assignment has no effect on previously recorded time against that task.

To hide a task assignment from an employee:

- 1. Go to the Project Workspace area and click the Project Assignments tab. The Project Workspace button is in the Projects section of the side navigation bar.
- 2. In the assignment tree, locate the task/employee assignment to hide and click on the employee.



3. Click the **Show/Hide Assignments** button located on the toolbar.

When hidden, the employee image is now shown as faded 44.

To show a hidden task assignment for an employee:

- 1. Locate and select the hidden employee assignment.
- 2. Click the **Show/Hide Assignments** button is located on the toolbar.

Note: For the employee, the task will be hidden/shown in the time entry view the next time the time entry screen is refreshed or when the application is restarted.

Tip: The Show/Hide Assignment function is available by using your mouse's right click button.

Copy - Project, Task Assignments

From the Project Assignments view, you can make an exact duplicate of assignment structures by project, task group, task or employee. When a copy is made, all sub-level properties of the item are also copied. For example, when a project is copied, all task groups, tasks and employees assigned to the project (and their assignment properties) are also copied.

The copy/paste function is beneficial when you want to use any **project templates** you may have created. The following describes how to copy and paste an item and its assignments within the assignment tree. Clients cannot be copied using this method.

The Project Assignment view is accessed by clicking the **Project Workspace** button in the Projects section of the side navigation bar and then clicking the **Project Assignments tab.**

■ To copy a project and its task/employee assignments:

1. From the Project Assignments view, locate and select the **project** * to be copied.



2. Click the **Copy** button located on the toolbar.

- 3. If the pasted project is associated with a client, locate and click the client name or
 - If there is no associated client, click the root assignment level icon at the top of the assignment tree.
- 4. Click the **Paste** button **3**.
- 5. Locate the copied project 'Copy (1) of project name' and edit the project name, and any other relevant information. If copying a project template, check that the **project status** is properly set.

■ To copy a task group and its task/employee assignments:

- 1. From the Project Assignments view, locate and select the **task group** to be copied.
- 2. Click the **Copy** button located on the toolbar.
- 3. Locate the **project** (or **task group**) where the task group will be pasted.
- 4. Click the **Paste** button 🚨.
- 5. Edit the task group's assignments as required.

■ To copy a task and its employee assignments:

- 1. From the Project Assignments view, locate and select the **task** to be copied from the assignment tree.
- 2. Click the **Copy** button located on the toolbar.
- 3. Locate the **project** (or **task group**) where the task will be pasted.
- 4. Click the **Paste** button 选.
- 5. Edit the task assignments as required.

■ To copy an employee assignment and its properties:

- 1. From the Project Assignments view, locate and select the **employee assignment** so be copied from the assignment tree.
- 2. Click the **Copy** button located on the toolbar.
- 3. Locate and click on the **task** where the employee assignment will be pasted.
- 4. Click the **Paste** button <a>

- 5. Edit the employee assignment properties as required.

Note: The Copy/Paste function will not duplicate any existing assignments within a given project. That is, if a task is already assigned to a project, pasting a duplicate of that task will not be permitted.

Tip: The Copy/Paste function is also available using your mouse's right click button.

Assignments Filter

The Project Assignments view's **Assignments filter** is a powerful feature permitting a user to reduce the amount of information displayed in the assignments pane. Filters can be **temporary** or can be **saved** for later use.

The assignments filter contains numerous fields from which you can select one or more items (filter by task, employee, project, etc). You can also filter by assignment date range or by project status.

The following describes how to (1) create temporary assignment filters, how to (2) save assignment filters, how to (3) remove assignment filters and how to (4) apply/delete saved assignment filters.

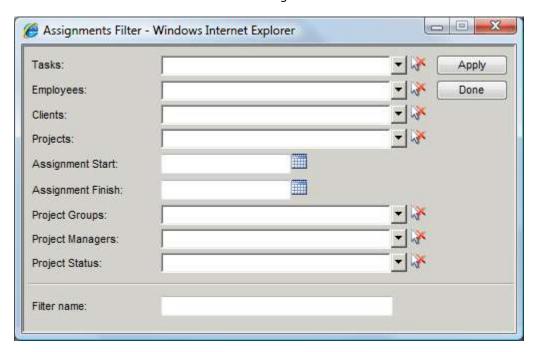
Notes:

- When a filter is applied, the remove filter button $rac{1}{2}$ is enabled in the toolbar.
- Filters created in this view are not public.

■ To create an assignment filter:

- 1. Go to the **Project Workspace** area and click the **Project Assignments** tab. The Project Workspace button is in the Projects section of the side navigation bar.
- 2. Click the **Assignments Filter** button Volcated on the top toolbar to display the Assignments Filter window.
- 3. Select items from one or more drop-down list and/or select assignment dates.

When you have selected your items within a drop-down list, collapse the drop-down list by clicking the button or click elsewhere on the Assignments Filter window.



- 4. To use this filter temporarily, click **Apply** to set the filter criteria and leave the window open, or click **Done** to set the filter and close the window.
- 5. To **Save** the filter for later use, enter a unique **Filter name** and click **Apply** (or **Done**). The saved filter is displayed in the toolbar's saved filter drop-down list.



Notes:

- When criteria is selected in more than one field (tasks, employees, etc), the filter returns only the data that matches all the selected criteria (an AND operation).
- When more than 1 item is selected within a drop-down list, the filter returns the data that matches any one of the selected items (an OR operation) Example: If both Meeting and Testing are selected in the Task drop-down list, all assignments for Meeting and all assignment for Testing will be displayed in

- the assignment tree.
- In the Task and Employee drop-down lists, only the tasks and employees that are currently assigned are displayed.

Tips:

- You can always **modify** an applied filter (temporary or saved) by clicking the Assignment Filter button and adjusting one or more of its criteria.
- To clear all selected items from a drop-down list, click the clear selections button is next to the drop-down list.
- To select adjacent items within a list, click the first item, and then hold down **Shift** and click the last item.
- To select non-adjacent items, click the first item, and then hold down Ctrl and click additional items.

■ To remove a temporary or saved filter:

Click the Remove Filter button located on the toolbar.

Warning: When a saved filter is applied, pressing the Delete Filter button instead of the Remove Filter button will permanently delete a saved filter.

■ To apply a saved filter:

1. Select the filter from the saved filters drop-down list located in the toolbar.



■ To delete a saved filter:

- 1. Select the saved filter from the drop-down list on the toolbar.
- 2. Click the **Delete Filter** button **W** located to the right of the drop-down list.

Copy an Employee's Assignments

The **Copy Employee's Assignments** function is a powerful tool permitting all assignments for a given employee to be copied onto one or more other employees. The feature is particularly useful when assignments are based on teams and a new employee joins the team or switches teams. It is also useful when assignments are primarily based on job descriptions and a new employee joins the company.

Note: Existing assignments to the employees receiving the new assignments are not lost.

The Project Assignments view is accessed by clicking the **Project Workspace** button in the Projects section of the side navigation bar and then clicking the **Project Assignments tab**.

■ To copy one employee's assignments to other employees:

1. In the Employees list pane, select the **employee** whose assignments will be copied.



- 2. Click the **Copy Assignments** button located on the toolbar.
- 3. In the Copy Assignments window, select the employee(s) who will receive the copied assignments. Press the Ctrl key to select more than one employee.
- 4. **(Optional)** Check the **Copy estimate information** checkbox to also copy estimated hours, task proratings, assignment Start and Finish dates and Billable by Default selection.
- 5. Click **OK** to copy the assignments from the employee selected in step 1 to the employee(s) selected in step 3.

Tip: If using project-based approval workflows (page 66), then you should reviews these whenever employees are added to a project.

Only Display Scheduled Assignments

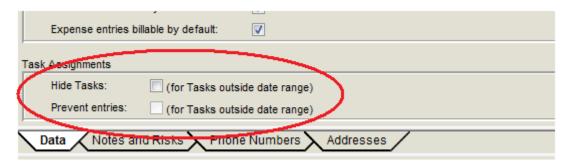
The Only Display Scheduled Assignments feature permits a manager or system administrator to hide a project's task assignments from time entry users when the date is outside the task assignment's scheduled Start and Finish dates.

This is useful when a manager wants to temporarily remove an assignment for an employee without removing any budgetary information associated with that Project/Task/Employee.

Prerequisite:

- Task assignments must have been assigned date ranges (Start and Finish) using the Budgeted
 Time & Costs view.
- 1. Click the **Project Assignments** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.
- 2. Locate and click on the **project** for which only scheduled assignments will be shown to time entry users.
- 3. Click the **Properties** button on the toolbar.

Locate the **Task Assignments** area for the project:



■ To only show users their scheduled assignments:

Hide Tasks: Check this option to simply reduce the list of available tasks displayed in the time entry's assignment tree to only those tasks scheduled to be worked on during the displayed week. When using the **Hide Tasks** option, tasks are simply 'out-of-sight'. If required, employees can still track time against these hidden tasks by using the time entry's **Show All** function.

Example:

A task/employee assignment has a Start date of Monday, March 27 and a Finish date of Wednesday, April 12. With the Hide Tasks option checked, the assignment will not be displayed in the time entry's assignment tree when the week displayed is not between March 27th and April 12th.

Week displayed in the time entry grid	Task displayed in assignment tree	Available for time entry
Sunday, March 19 to Saturday, March 25	No	Yes, using Show All
Sunday, March 26 to Saturday, April 1	Yes	Yes
Sunday, April 2 to Saturday, April 8	Yes	Yes
Sunday, April 9 to Saturday, April 15	Yes	Yes
Sunday, April 16 to Saturday, April 22	No	Yes, using Show All

■ To prevent time entry outside a task's start and finish dates:

Prerequisite: The Hide Tasks checkbox must be selected.

Prevent Entries: Check this option to completely prevent time entry users from tracking time against tasks when the tasks are not scheduled to be worked on. When the **Prevent Entries** box is checked, tasks not scheduled for work, during the displayed week, are not displayed in the time entry's assignment tree. Tasks scheduled for work during only a portion of the week are displayed in the assignment tree but are only available for time entry on those days that fall within the task assignment's date range.

Example (same as above):

A task/employee assignment has a Start date of Monday, March 27 and a Finish date of Wednesday, April 12. With the Prevent Entries option checked, the assignment will not be displayed in the time entry's assignment tree when the week displayed is not between March 27th and April 12th and will not be available for time entry prior to March 27 or after April 12.

Week displayed in the time entry grid	Task displayed in assignment tree	Available for time entry
Sunday, March 19 to Saturday, March 25	No	No
Sunday, March 26 to Saturday, April 1	Yes	Yes, between March 27 to April 1
Sunday, April 2 to Saturday, April 8	Yes	Yes
Sunday, April 9 to Saturday, April 15	Yes	Yes, between April 9 to 12
Sunday, April 16 to Saturday, April 22	No	No

Quick Assign

In DOVICO Timesheet, assignments are the unique links between projects, tasks, and employees that define how a project is organized for time entry. Assignments establish who works on what and are required before employees can begin to track their time on projects and tasks.

The **Quick Assign** view is used to quickly assign tasks to projects, and to assign employees to tasks.

To view the assignments in a graphical format, click the **Project Assignment** tab located in the Project Workspace view.

Warning: Assign/Unassign operations performed using Quick Assign may slow down the server for the length of the operation. If you plan on performing a large assign/unassign workload, it may be beneficial to do this during off-hours.

■ To create assignments using Quick Assign:

- 1. Click **Quick Assign** button located in the Projects section of the side navigation bar.
- 2. Select one or more **projects** from the list.
- 3. Select either **Tasks** (or **Task Groups**) from the drop-down list and select the items to assign to the selected project(s).
- 4. Select the **Employees** (or **Teams**) from the drop-down list and select the items to assign to the selected tasks (or task groups).
- 5. Click Assign.

Tips:

- Hold the Ctrl key to make multiple selections in any Quick Assign list box.
- If using project-based approval workflows (page 66), then you should review these whenever employees are added to a project.

Note: When assigning using Teams, the user creating the assignments must have access to every member of a team before the team is displayed in the list.

■ To remove assignments using Quick Assign:

Notes:

- Removing assignments will delete estimate information but will not delete timesheet entries.
- Before removing assignments, all time and expense entries for the project(s) should be submitted.
- When assignments are removed using the Quick Assign view, only the lowest level assignments are removed. That is, if projects, tasks and employees are selected for unassign, only the employees will be unassigned. To unassign tasks, only projects and tasks should be selected from the lists.
- 1. Select one or more **projects** from the list.
- 2. Select the **tasks** or **task groups** to unassign from the list.
- 3. Select the **employees** or **teams** to unassign from the list.
- 4. Click Unassign.

Project Groups

Project Groups are useful when you have closely related projects that can be combined or grouped into logical categories. Project groups are useful to report on time and costs spent on similar type projects or work efforts.

For example, if you have 'client support' projects for each of your company's products, create a project group called 'Product Support' and assign each individual 'client support' project to this project group. That way you are able to report on individual projects as well as able to report on the total time and costs associated with supporting all your company's products.

The project groups created in this view are displayed in the **Projects** view as an optional selection. As a result, any project can be associated to a project group.

Prerequisite:

• **Employees** should first be established to be able to designate a manager for a project group.

■ To add a new project group:



- 2. Click the New button.
- 3. Enter a unique project group **name** (up to 100 characters).
- 4. Click Save 🗾.

OPTIONAL INSTRUCTIONS:

- 5. Select an employee from the **Manager** drop-down list. Assigning a manager to a project group permits that person to manage and report on that group. The employee selected as manager must have a security level of Team Lead or above to view and report on this project group. The list of employees displayed in the Manager drop-down list may be limited by your security setting. If required, select an alternate **As of date**.
- 6. Enter a **Description** for the project group (up to 250 characters).
- 7. Check the **Flag for archive** box if you want to remove this project group from the database the next time the Archive Database function is run.
- 8. Click **Save .**

Note: The number of project groups displayed in the view is limited by the **Paging** setting (page 171). You may need to click the **paging** buttons or (at the top of the screen) to view additional record pages.

Approvals

What are approvals?

The Approval mechanisms in DOVICO Timesheet are means to allow selected managers to review and approve time and expenses submitted by end users before these are made available for their ultimate use; billing, reporting, project management, payroll, etc.

How approvals work



The **Approval Workspace** is the location in the software that contains all the views and functionality required to setup approval processes, to review and approve time and expenses. Typically, approval workflows (paths) are first setup by system administrators and then used by managers to approve time and expenses submitted by employees.

Note: The Time Lockout function is also located in the Approval Workspace area of the software but you are not required to create approval workflows to use Time Lockout.

Do you need to approve time and expenses?

Approvals can ensure that submitted time and expenses are entered accurately before the data can be forwarded for its ultimate use. Given that employees can occasionally enter time against the wrong project or task, on the wrong date, not select the correct billable option, etc.., it can be important to your organization's goals that these be reviewed in a timely and efficient manner.

If you do not require approvals at this time, then the default configuration of a new database does not demand any actions on your part and the 'Approvals' section of this User Guide can be skipped. If no approval workflows are created, time or expenses submitted by employees are immediately available for reporting, costing, payroll, billing, etc. Approvals can always be setup and applied at a later time.

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Workflows

What are Approval Workflows?

Approval Workflows are rules that establish which manager must approve submitted time or expenses before those entries can be processed for billing, reporting, project management, payroll, etc. When a user submits time or expenses, the submitted sheet is checked for any entries requiring review and approvals, and these are forwarded to the appropriate approving manager.

2 types of approval workflows can be created:

- **Sheet-based** approvals where all entries submitted by a particular employee are forwarded, as a whole, to the designated manager.
- Project-based approvals where only those entries submitted against the chosen project are forwarded to the designated manager.

In addition to the 2 types of approval workflows described above, separate workflows are used for time and for expenses. This, for example, permits an accounting manager to approve an expense without also having to approve that employee's time.

Generally, approval workflows are created by first determining what type of workflow is required (sheet or project), selecting the employees whose submitted entries will follow the approval workflow, and selecting the manager(s) who must approve the submitted entries.

What types of approval workflow do I use?

You can setup sheet-based approval workflows or project-based approval workflows, use both types separately or use them in combination.

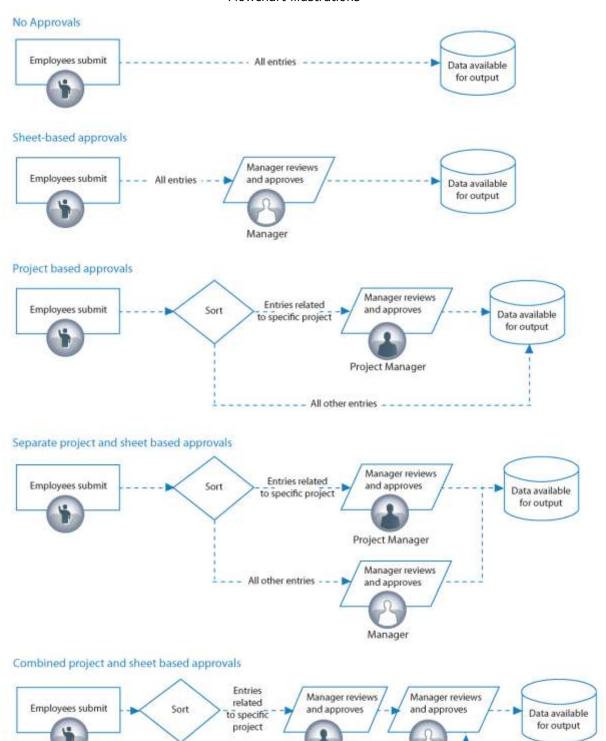
Also note that multiple approval workflows of each type can be created permitting each team, department, division, etc. to have their own workflows. The following simplified scenarios may offer some insight on how best to configure approval workflows for your organization. Flowchart illustrations for each workflow type are located on the next page.

Sheet based approvals instructions begin on page 64. Project based approvals instructions begin on page 66. Instructions on combining project and sheet based workflows begin on page 67.

Scenario	Workflow type
All entries submitted by an employee must be approved by a manager.	Use sheet based workflows
All entries against a particular project must be approved by a manager. All other submitted entries do not need to be approved.	Use project based workflows
All entries against a particular project must be approved by a manager. All other submitted entries must be approved by a different manager.	Use separate project and sheet based workflows
All entries against a particular project must first be approved by a manager after which , these and all other entries, must be approved by a different manager.	Use combined project and sheet based workflows

Approval Workflows

Flowchart illustrations



Project Manager

All other entries - - -

Manager

Sheet-based approval workflows

Sheet-based approval workflows are used to direct an employee's submitted time or expense sheet, as a whole, to one or more approving managers. When more than one manager needs to approve a sheet, the workflow also controls which manager approves first, second, and so on. Sheet-based approval workflows are one of 2 types of possible approval workflows. The differences are highlighted on page 62.



Prerequisite:

The **managers** (employees) designated to approve time and expenses should first be established.

■ To create a sheet-based approval workflow:

- 1. Click the **Approval Workspace** button located in the Time & Expenses section of the side navigation bar.
- 2. Select the **Workflows** tab near the top of the screen.
- 3. Select the **Approval Workflow** tab located below the toolbar.
- 4. Select **All Projects** from the Projects drop-down list. The term 'All Projects' is used to identify the workflow as one that applies to all time (or expenses) regardless of which project the entries are associated with. The term 'Sheet-based' is used throughout these instructions when All Projects is selected since the entire sheet is sent to the manager in the workflow.



- 5. Click the **New** button on the toolbar to launch the Workflows pop-up window.
- 6. Enter a unique workflow **name** (up to 100 characters).
- 7. Select the approval **type** (i.e. Timesheet or Expense). Note that the approval type cannot be modified after the workflow is created.
- 8. (Optional) Enter a description (up to 250 characters).

The list of **Available Employees** in the top left corner is divided into two areas:

- Unassigned: lists employees not currently assigned to any 'All Projects' type workflow.
- Assigned: lists employees already assigned to an 'All Projects' type workflow. The name of the workflow is appended to the employee's name.

Notes:

- An employee can only be assigned to one 'All Projects' workflow for time and one 'All Projects' workflow for expenses.
- A workflow cannot be deleted while sheets actively awaiting approval are linked to workflow.
- 9. Select and transfer the employees whose submitted entries will be forwarded to approving Managers. Selecting an employee already assigned to another workflow will move that employee to the new workflow.

Tip: You can graphically review approval paths for any employee by clicking the **Show Approval Paths** button on the toolbar. See page 69 for full details on this option.

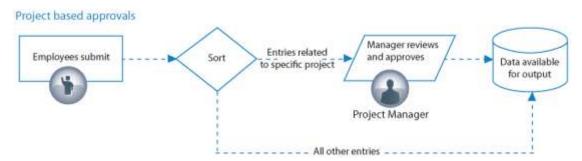
- 10. From the list of **Available Managers** in the bottom left corner, select and transfer the managers that need to approve the time or expense entries to the Approving Managers list on the right. The Managers available list includes all employees with access to administrative views (assigned to 'All' in the **employee properties** Software access field). To approve time and expenses, employees listed as a manager should also have a **security level** giving them access to the Time & Expense Approval tab.
- 11. The order of the managers displayed in the **Approving managers** list represents the approving order. The first manager shown will need to approve the time or expenses before the second manager listed (if any) can approve the time or expenses, and so on. To change the order of an approving manager, select the manager and click the up or down arrow button.
- 12. Click Done.

The approval workflow is now setup, assigned and active.

Tip: There are options to notify managers via e-mail (page 120) when they have time or expenses awaiting their approval.

Project-based Approval Workflows

Project-based approval workflows are used to direct submitted time or expenses that are tracked against a specific project to one or more approving managers. When more than one manager needs to approve a sheet, the workflow also controls which manager approves first, second, and so on. Project-based approval workflows are one of 2 types of available approval workflows. The differences are highlighted on page 62.



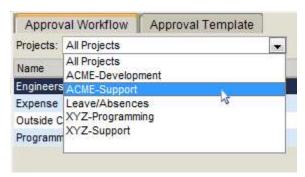
The following describes how to (1) create a **Project-based Approval workflow** and how to (2) create and (3) edit a **Project Approval template**.

Prerequisites:

- The managers (employees) designated to approve time and expenses should be established.
- All employee assignments for the selected project should be completed.

■ To create a project-based approval workflow:

- 1. Click the **Approval Workspace** button located in the Time & Expenses section of the side navigation bar.
- 2. Select the **Workflows** tab near the top of the screen.
- 3. Select the **Approval Workflow** tab located below the toolbar.
- 4. From the **Projects** drop-down list, select the project for which this approval workflow will apply.



- 5. Click the **New** button on the toolbar to launch the Workflows pop-up window.
- 6. Enter a unique workflow **name** (up to 100 characters). It's a good idea to include the project name in this field or in the description field (step 8).
- 7. Select the **approval type** (i.e. Timesheet or Expense). Note that the approval type cannot be modified after the workflow is created.
- 8. (**Optional**) Enter a **description** (up to 250 characters).
- 9. **(Optional)** Select a **template** from the drop-down list. If the exact same list of employees and managers is going to be used for multiple projects, then it's a good idea to first create an approval template or use an existing one. When the **Connect to Template** box displays YES, any future

changes made to the template can be transferred to the workflows created from it. Go to page 68 to learn how to create an approval template.

10. From the list of **Available Employees**, select and transfer employees to the **Assigned Employees** list using the Assign button (use the Assign All button to transfer all available employees to the Assigned list).

Notes:

- The Available Employees list displays all employees that are assigned to this project.
- An employee can only be assigned to one Timesheet workflow and one Expense workflow per project.

Tip: You can graphically review approval paths for any employee by clicking the **Show Approval Paths** button on the toolbar. See page 69 for full details on this option.

- 11. From the list of **Available Managers**, select and transfer the managers that need to approve the time or expense entries to the Approving Managers list. The Available Managers list includes all employees with access to administrative functions (assigned to 'All' in the **employee properties** Software access field). To approve time and expenses, employees listed as a manager should also have a **security level** giving them access to the Time & Expense approval view.
- 12. The order of the managers displayed in the **Approving Managers** list represents the approving order. The first manager shown will need to approve the time or expenses before the second manager listed (if any) can approve the time or expenses, and so on. To change the order of an approving manager, select the manager and click the up or down arrow button.
- 13. (**Optional**) The **'Combine this workflow with All Projects workflow**' box is used to join this project specific workflow with existing 'All Projects' (Sheet-based) workflows.

Checked: Submitted entries that are identified for project approvals are first extracted and sent to the project approving manager before they are forwarded to the approving manager for the All Projects (Sheet-based) workflow. Entries not associated with project specific approvals are immediately forwarded to the All Projects workflow approving manager. See diagram below

Unchecked: Submitted entries associated with Project-based Approvals bypass any All Projects (Sheet-based) approval workflows.

Sample scenario:

All of Jack's time entries must be approved by his division's supervisor (Ralph) and as such, Jack is assigned to an All Projects workflow (sheet-based workflow) where Ralph is the approving manager. Jack is also working on a project where that project's manager (Jane) wants to approve Jack's time for her project and does not need to review Jack's other time entries.

This workflow scenario is achieved by creating a Project specific workflow where Jane is the Approving Manager for her project and then checking the 'Combine this workflow...' checkbox near the bottom of the Workflow pop-up window.



14. Click Done.

The project approval workflow is now setup, assigned and active.

Tip: There are options to notify managers via e-mail (page 120) when they have time or expenses awaiting their approval.

Project Approval Templates

Project Approval Templates are primarily used to reduce the work involved in creating a new project approval workflow and to carry out widespread changes more efficiently. By using an approval template as a foundation, you can create a project approval workflow that is linked its originating template. Then any future changes made to the template can be transferred to the workflows.

A project approval template is most useful when the same list of employees and managers is going to be used for multiple project-based approval workflows.

■ To create a project approval template:

- Select the **Approval Template** tab located below the toolbar. All existing approval templates are displayed.
- 2. Click the **New** button on the toolbar to launch the Template pop-up window.
- 3. Enter a unique **name** for this Approval Template (up to 100 characters).
- 4. Select the **type** of workflow (Timesheet or Expense) from the drop-down list.
- 5. **(Optional)** Uncheck the **Public** box to make this template available only to you. When checked, the template is available to any user creating a project-based approval workflow. This option cannot be modified after the template is saved.
- 6. (Optional) Enter a description for the Approval Template (up to 250 characters).
- 7. From the list of **Available Employees**, select and transfer employees to the **Assigned Employees** list using the Assign button

Note: Approval templates are not project specific (unlike project–based approval workflows). Therefore, the Available Employees for an approval template includes all employees.

8. From the list of **Available Managers**, select and transfer the managers that need to approve the time or expense entries to the Assigned Managers list. Use the Up and Down arrow buttons to adjust the approval order for a manager. The Approving Managers list includes all employees with access to administrative functions (assigned to 'All' in the **employee properties** Software access field).

9. Click Done.

This approval template is now ready to use whenever a project-based approval workflow is created.

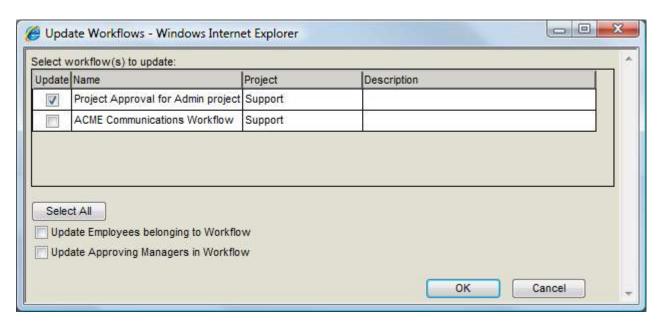
■ To edit a project approval template:

- 1. Select the **Project Approval Template** from the list in the Approval Template tab.
- 2. Click the **properties button** on the toolbar.
- 3. Make changes to employees or managers as required.
- 4. Click Done.

An Update Workflows window opens, which displays all the project-based workflows that are linked to this template. This is the opportunity to transfer the template changes to any or all linked workflows.

5. In front of each listed workflow is an Update checkbox. Check the workflows to update.

- 6. Check the **Update Employees** and **Update Managers** boxes as required.
- 7. Press **OK** to complete the update.



■ How to review an employee's approval paths:

A manager can review an employee's workflow paths and can determine the status of any sheet awaiting approval by using the **Show Approval Paths** function. Employees can review approval paths for their own submitted time and expenses by using a similar function within the time entry tool.

- 1. Select the **Workflows tab** from the Approval Workspace.
- 2. Click the **Show Approval Paths** button so on the toolbar.

The Approval Paths window opens.

3. Select the **employee** from the Employee drop-down list at the top of the window. Employees who are not assigned to any approval workflow are not shown in the drop-down list.

Approval paths for time and expenses are displayed with approving managers listed for each workflow. To view the status of a specific submitted sheet, select the sheet from the **Sheets to be approved** drop-down list. Sheets already approved are not displayed in this list.

- A dashed line --> is used to display the workflow when entries designated for a project specific workflow are also directed to a sheet-based workflow (All Projects).
- When a specific sheet is selected from the drop-down list, the active workflow is highlighted in yellow and an arrow ▶ is placed next to the manager who must next approve the sheet.

Notes:

- An option to disable the Show Approval Paths function within the time entry tool is available in the Timesheet Options view (page 173).
- By default, a maximum of 10 project-based workflows can be displayed in the Approval Paths pop-up window.

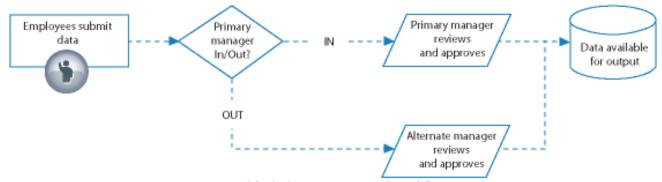
Alternate Approvals

The **Alternate Approvals** tab is the location where alternate approving managers can be designated for those situations or periods of time when an approving manager is not available to approve time/expenses. Alternate Approvals work in conjunction with Approval Workflows (page 62).

To better differentiate between approving managers and alternates, this documentation uses the term 'Primary' approving manager to identify the managers assigned to the actual Approval Workflow. The term 'Alternate' is used to identify those who can approve on the Primary manager's behalf.

Functionality within Alternate Approvals permits an administrator to pre-select the alternate approving managers for a given primary manager. It allows a primary approving manager to easily switch his/her own status (out of the office), and it notifies alternate approving managers, via e-mail, when the primary approving manager's status has changed.

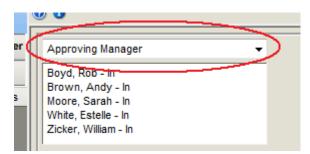
The following details (1) how to designate one or more alternate approving managers for a primary approver and (2) how to change the primary approver's status (In/Out).



Simplified alternate approval workflow

■ How to designate an alternate approving manager:

- 1. Click the **Approval Workspace** button located in the Time & Expenses section of the side navigation bar.
- 2. Select the **Alternate Approvals** tab near the top of the screen.
- 3. Make sure that **Approving Managers** is selected in the left side drop-down list.



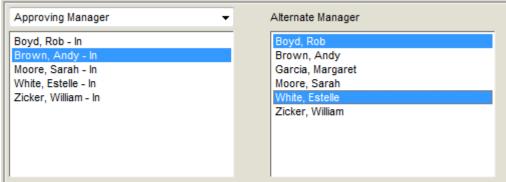
The list contains all managers that are currently assigned as approving managers to any approval workflow – the primary approving managers. Appended to each manager name is the current In/Out status of the manager. The 'In' status signifies that the primary manager is available to approve time/expenses and that these entries will not be available to the alternate managers.

- 4. Select the **primary approving manager** from the left side list box.
- 5. Select one or more **alternate managers** from the list box on the right. The list on the right includes all employees with access to administrative functions (assigned to 'All' in the employee properties Software access field). When more than one alternate manager is selected, any of the managers are able to approve for the primary approving manager. To approve time and expenses, employees listed as alternate managers should also have a security level giving them access to the Time & Expense approval view.

When a primary approving manager's status is set to 'Out', that manager is still able to approve time and expenses.

6. Click Apply.

In the example below, Rob and Estelle are designated as alternate approving managers for Andy.



OPTIONAL INSTRUCTIONS

- 7. To immediately enable alternate approvals for the primary manager, check the 'Allow alternate managers to approve work for..' box. Checking this box sends an e-mail to the alternate managers notifying them to approve time/expenses for the primary manager. Detailed instructions on enabling and disabling alternate approvals and e-mail configurations follow.
- 8. Click Apply.

Notes:

- Once a submitted sheet is approved by an alternate manager, that sheet is forwarded to the next approving managers if the sheet requires multiple approvals, as designated by the approval workflow.
- Considering the note above, it is possible that a manager may have to approve the same sheet twice
 if, for example, that a manager is an alternate for the first approving manager and is also the second
 approving manager in the approval workflow.

Tips:

- You can also designate an alternate approving manager to multiple primary managers in one easy
 step by switching the left side drop-down list from Approving Manager to Alternate Manager. This
 effectively switches the assigning logic so that you can select one alternate approving manager and
 assign him/her as an alternate to multiple primary approving managers.
- You can review for whom an alternate manager is approving by picking 'Alternate Manager' from the left side drop-down list and then selecting the manager from the list.

Enabling or disabling alternate approvals:

Alternate approvals can be enabled by the primary approving managers when their absence is planned or can be enabled by System Administrators when primary managers are unable to switch their own status.

The following assumes that alternate managers have already been designated for the primary approving managers.

Primary approving managers can change their own In/Out status and thus enable/disable alternate approvers at any time.

- 1. Go to the **Time & Expenses Approval** tab in the Approval Workspace area.
- 2. Check (or uncheck) the 'Allow alternate managers to approve my work' box located in the toolbar near the top of the screen.
 - When **checked**, time or expenses submitted to the primary approving manager are available to the alternate manager. Any existing sheets awaiting approval are also available. If configured, an e-mail is sent to the alternate managers advising them to approve entries for the primary approving manager.
 - When unchecked, time and expenses available to alternate approving managers are no longer available to them to approve. An e-mail is sent to the alternate managers advising them of this.

System Administrators can change the In/Out status for any primary approving manager.

- 1. Go to the Alternate Approvals tab.
- 2. Verify that 'Approving Manager' is chosen from the left side drop-down list.
- 3. Select the **approving manager** from the list.
- 4. Check (or uncheck) the 'Allow alternate managers to approve for ...' box located below the list.
- 5. Click Apply.

Notes about e-mail notifications:

- When alternate approvals are enabled, a check is made to verify if alternate approving managers have email addresses stored in their respective employee profiles. A message is displayed when at least one alternate approving manager does not have a valid e-mail address.
- A check is also made to verify that SMTP settings (page 180) are valid. An error message is displayed when applicable.
- The error messages described above are not displayed when the In/Out status is changed using the checkbox in the Time & Expenses Approval view.
- The text used in the notification e-mails can be modified with a utility in the Options view (page 171).
- When adding a manager to an existing set of alternate approving managers, a notification e-mail will not be sent to the additional manager.

Time & Expense Approval

The **Time & Expense Approval** view is the location used to review, approve or reject submitted employee timesheets, expenses or time lockout exception requests. Also available is the ability for system administrators and managers to override approval workflows for any given sheet. The following section of the User Guide is divided into 2 main sections. The Time/Expense approval instructions begin immediately. Instructions on how to approve Time Lockout exception requests begin on page 82.

A manager designated to approve time and expenses only sees the items for which he or she is an approving manager and only sees them when they are next in the approval order. When designated as an alternate approving manager, the user is able to access the primary approver's sheets awaiting approval.

When signing on, an approving manager is notified when submitted entries are awaiting approval.

Prerequisite:

 Only timesheets and expenses assigned to an approval workflow (page 62) appear in the Time & Expense Approval view.

■ To approve/reject timesheet entries:

Instructions for approving expenses begin on page 75.



- 1. Click the Approval Workspace button navigation bar.
 - button located in the Time & Expenses section of the side
- 2. Select the **Time & Expense Approval** tab near the top of the screen.
- 3. Select for whom you are approving from the **Approving For** drop-down list in the upper left corner. The list includes other manager names only if you are designated as an alternate approving manager and if your status as an alternate has been enabled. 'All Managers' is displayed if your security level is Manager or above. When selected, the 'To Be Approved' drop-down list (step 4) includes all items awaiting approval for other managers.
- 4. Select a **timesheet** from the **To Be Approved** drop-down list. The list is divided by types of submission; time, expenses or time lockout.

The view consists of 2 tabs:

Summary tab

The Summary tab displays, in the top pane, summary information on the time submitted by project and task. The time to approve is highlighted in yellow (the Hours to Approve column). All other data shown is for information purposes only and described in detail on page 76.

Details tab

The Details tab displays, in the top pane, submitted entries broken down by day. Details for any single entry are shown in the middle pane when any individual entry is selected within the top pane. All other data shown is for information purposes only and described in detail on page 78.

5. There are 3 options for approving/rejecting time entries.

Note: When the timesheet falls within a Time Lockout period, the approve/reject buttons are not available. An Exception Request to open the timesheet can be created (page 87).

- To **approve all** time entries within a timesheet, click the **Approve** button on the toolbar from either the Summary or Details tab.
- To reject all time entries within a timesheet, click the Reject button .

Enter a detailed reason for the rejection in the pop-up window. This reason will be displayed to the employee who submitted the time entry.

- To approve some entries and reject others within a timesheet:
 - a) Select the **Details** tab.
 - b) In the top pane, select the entries to reject by clicking in the cell (use the Ctrl key to select multiple entries).
 - c) Click the **Approve with Exclusions** button $\stackrel{\checkmark}{}$ on the toolbar.

Notes:

- When time is rejected, the employee who submitted the time receives an e-mail notification if this option has been enabled (page 42).
- When time is rejected and the time falls within a time locked out period, the period is temporarily unlocked so that the employee can correct and resubmit the time.
- A cell with a golden colored background indicates that the time was submitted as overtime.
- No information is displayed in the middle pane if more than 1 item is selected in the top pane.
- Overtime Rate details are only available to users with appropriate security rights.
- The naming convention for timesheets is: `last name', `first name' from `date range'.

Note about Details tab: When a given task has multiple time entries on the same day, a 'rolled-up' total for the task is displayed in the top pane. The individual details of each entry can be viewed using the middle pane. However, it is not possible to approve or reject individual entries within the rolled up task.

Tips:

- Placing your mouse over a date in the column header will show the month and year for the column.
- Use the **Show/Hide** column $\frak{4}$ function to personalize what information is displayed in the view.
- If a time entry has been approved in error, it can be rejected using the Time Calendar view.
- The bottom pane can be disabled using Database options Time & Expense Approval view preferences.
- Approve and reject options are also available using your mouse's right click button in the top pane.

Request an exception to unlock the timesheet:

When the timesheet falls within a Time Lockout period, the approve/reject buttons are not available to the approving manager. Before the timesheet can be approved/rejected, the sheet must be unlocked. If the approving manager has the appropriate security rights, he or she may manually create an exception for the sheet (page 88). Otherwise, the approving manager must request that another manager unlock the sheet so that it can be approved.

- 1. Click the **Request Exception** button.
- 2. Select to which Manager the exception request will be sent. This list is comprised of all users who have access to the Time Lockout view.
- 3. Enter a **Reason** for the request.
- 4. Click Submit.

The selected manager is sent an e-mail notifying him or her of the request.

■ To approve/reject expense entries:

Note that, unlike approving timesheets, there is no Summary tab when approving expenses.

- 1. Select the **Time & Expense Approval** tab near the top of the screen.
- 2. Select for whom you are approving from the **Approving For** drop-down list in the upper left corner. The list includes other manager names only if you are designated as an alternate approving manager and if your status as an alternate has been enabled. 'All Managers' is displayed if your security level is Manager or above. When selected, the 'To Be Approved' drop-down list (step 4) includes all items awaiting approval for other managers.
- 3. Select an **expense sheet** from the To Be Approved drop-down list.
 - The top pane of the view displays the expenses rolled-up by expense category. `[None]' is displayed if no category is associated with the expense.
 - The middle pane displays the individual expense entry details for the Expense Category selected in the top pane. No information is displayed in the middle pane if more than 1 item is selected in the top pane.
 - The bottom pane displays, by expense category, the sum of the approved expense entries for this same date range plus all expense entries submitted but not yet approved.
- 4. There are 2 options for approving/rejecting expense entries.
 - To **approve all** expense entries within the sheet, click the **Approve** button $\stackrel{\checkmark}{=}$ on the toolbar.
 - To **reject all** expense entries within the sheet, click the **Reject** button .

Enter a detailed **reason for the rejection** in the pop-up window. This reason will be displayed to the employee who submitted the expense sheet. When an approving manager rejects an expense entry, the entire sheet is rejected. Individual entries are not identified and it is up to the approving manager to enter the appropriate level of details for the rejection.

Notes:

- When expenses are rejected, the employee who submitted the expense will receive an e-mail notification if this option has been enabled (page 42).
- The naming convention for expense sheets is: 'last name', 'first name' 'sheet name' on 'project name' from 'date range'.

Tips:

- Placing your mouse over a date in the column header will show the month and year for the column.
- If an expense sheet has been approved in error, it can be rejected using the Approved Expenses view.
- The bottom pane can be disabled using Database options Time & Expense Approval view preferences.
- Approve and reject options are also available using your mouse's right click button in the top pane.

Details on information displayed in Approval Summary tab

The Summary tab in the Time & Expense Approval view is divided into 2 horizontal panes:

The **Time To Approve** pane (top) displays summary information on the employee's time submitted by project and task for the sheet. The time to approve is highlighted in yellow. To the right is discretionary statistical data.

The **Total Employee Time in date range** pane (bottom) is provided to place the submitted entries in context against the employee's other entries in the same date range. This information can be important if an employee's submitted entries are split amongst different approving managers or when multiple submissions are made for the same date range.

The following details each column available in the Summary tab.

Summary Details Timesheet for: Zic			er, William	Dates: Sun Feb 14, 2010 to Sat Feb 20, 2010 Approve with Exclusions				
Time to approve	🛂 Approve 📝 Reject							
				% Worked		Billable %		
Project/Task	Hours To Approve	Total Hours in Range	Estimate / Actual	Last 4 Weeks	Life of Project	Current Range	Last 4 Weeks	Life of Project
ACME-Development								
Code	14.00	14.00	10.00 / 16.00	32.56 %	27.12 %	85.71 %	85.71 %	87.50 9
Initial Design	4.00	4.00	10.00 / 4.00	9.30 %	6.78 %	75.00 %	75.00 %	75.00 9
Installing	8.00	8.00	20.00 / 8.00	18.60 %	13.56 %	100.00 %	100.00 %	100.00 9
Project Total	26.00	26.00	40.00 / 28.00	63.95 %	50.00 %	89.09 %	89.09 %	89.83 %
Total	26.00	26.00	40.00 / 28.00	63,95 %		89.09 %	89.09 %	
ACME-Development				A 2 3 0 10	1 3 6 6 6 6			
Code	14.00	14.00	10.00 / 16.00	32.56 %	27.12 %	85.71 %	0.2 0.72	
Initial Design	4.00	4.00		02.00 70			85 71 %	87 50 %
Installing			10 00 / 4 00	9 30 %	6.78 %	200000000000000000000000000000000000000	85.71 % 75.00 %	
	8.00		10.00 / 4.00	9.30 % 18.60 %	6.78 % 13.56 %	75.00 %	75.00 %	75.00 %
Specifications	8.00 1.50	8.00 1.50		9.30 % 18.60 % 3.49 %	6.78 % 13.56 % 2.54 %	200000000000000000000000000000000000000	27,000,000,000	75.00 % 100.00 %
Specifications Project Total	1.50	8.00	20.00 / 8.00	18.60 %	13.56 %	75.00 % 100.00 %	75.00 % 100.00 %	75.00 % 100.00 % 100.00 %
70.100-0340-03-03-03-03-03-03-03-03-03-03-03-03-03	1.50	8.00 1.50	20.00 / 8.00 0.00 / 1.50	18.60 % 3.49 %	13.56 % 2.54 %	75.00 % 100.00 % 100.00 %	75.00 % 100.00 % 100.00 %	75.00 % 100.00 % 100.00 %
Project Total	1.50	8.00 1.50	20.00 / 8.00 0.00 / 1.50	18.60 % 3.49 %	13.56 % 2.54 %	75.00 % 100.00 % 100.00 %	75.00 % 100.00 % 100.00 %	75.00 % 100.00 % 100.00 % 89.83 %
Project Total XYZ-Programming	1.50 27.50	8.00 1.50 27.50	20.00 / 8.00 0.00 / 1.50 40.00 / 29.50	18.60 % 3.49 % 63.95 %	13.56 % 2.54 % 50.00 %	75.00 % 100.00 % 100.00 % 89.09 %	75.00 % 100.00 % 100.00 % 89.09 %	75.00 % 100.00 % 100.00 % 89.83 %
Project Total XYZ-Programming Concept Plans	1.50 27.50 5.00 10.50	8.00 1.50 27.50 5.00	20.00 / 8.00 0.00 / 1.50 40.00 / 29.50 0.00 / 5.00	18.60 % 3.49 % 63.95 % 11.63 %	13.56 % 2.54 % 50.00 % 8.47 %	75.00 % 100.00 % 100.00 % 89.09 %	75.00 % 100.00 % 100.00 % 89.09 %	87.50 % 75.00 % 100.00 % 100.00 % 89.83 % 100.00 % 66.67 % 77.42 %

Notes:

- The bottom pane can be disabled (page 178).
- Columns can be hidden using the Show/Hide button * on the toolbar.
- There is no Summary tab when approving expense sheets.

Hours to Approve:

Sum of hours submitted in this sheet by project and task for the date range.

Total Hours in Range:

Sum of all submitted hours for the task, in this and other sheets, plus hours previously approved in the same date range.

Total Hours in Range =

- Submitted hours on the project and task from this sheet.
- + Submitted hours on this project and task in other sheets, within the same date range.
- + Previously approved hours on this project and task in the same date range.

Estimate/Actual:

Estimated (budgeted) + Adjusted hours for the task compared to the sum of all submitted and approved hours for the task, during the project's lifetime.

Estimated + Adjusted hours for this project and task assignment

Estimate /Actual =

Employee's total hours on this project and task assignment (approved and awaiting approval)

% Worked

The employee's hours for the task compared with all hours for all tasks.

Employee's total hours on this project and task assignment (approved and awaiting approval)
% Worked =
Employee's total hours on ALL project and task assignments (approved and awaiting approval)

The % Worked value is calculated and displayed for the Last 4 weeks and the Life of the Project.

Billable %

The employee's billable hours for the task compared with all hours for the same task.

Employee's total billable hours on this project and task assignment (approved and awaiting approval)

Billable % =

Employee's total hours on this project and task assignment (approved and awaiting approval)

The Billable % value is calculated and displayed for the sheet's date range (Current Range), the Last 4 weeks and the Life of the Project.

Notes:

- The 'last 4 weeks' is defined as the last date in the sheet's date range and going back 4 weeks.
- The 'life of project' is defined as the earliest entry for the project to the most recent entry.

Details on information displayed in Approval Details tab

The Details tab displays, in the top pane, submitted entries broken down by day and is divided into 3 horizontal panes:

The **Time To Approve** pane (top) displays submitted entries broken down by day and by project and task for the sheet.

The **Details** pane (middle) displays time entry specifics for any single entry (duration, overtime, description, etc) when any individual entry is selected within the top pane.

The **Total Employee Time in date range** pane (bottom) is provided to place the submitted entries in context against the employee's other entries in the same date range. The information included in the bottom pane includes time previously approved plus time awaiting approval for this and other submitted sheets. This information can be important if an employee's submitted entries are split amongst different approving managers or when multiple submissions are made for the same date range.



Approval Override

The **Approval Override** option is available for managers or administrators who may need the ability to force the approval of a time or expense sheet and bypass **all approval workflows**.

■ To override a submitted sheet's approval workflows:

From the Time & Expenses Approval tab:

- 1. Select the sheet from the **To Be Approved** drop-down list.
- 2. Click the **Approval Override** button and on the toolbar.
- 3. In the confirmation window, click \mathbf{OK} to override all approval workflows for this sheet.

Note: The approval override of a timesheet will not be permitted if time entries within the submitted sheet fall within the lock out period.

Time Calendar

This month-at-a-glance view enables a manager to quickly review, edit and reject time entries submitted by employees. It also permits a manager to add time entries for other employees.

Notes:

- Time entries not submitted or waiting approval are not displayed in the Time Calendar view.
- When DOVICO Timesheet's Time Lockout is enabled, time entries associated with employees that fall within the lock out period cannot be edited, deleted or rejected. New time entries cannot be added under these same conditions.

The Time Calendar view is accessed by clicking the **Time Calendar** button in the Time & Expenses section of the side navigation bar.



■ To review an employee's monthly timesheet:

1. Select an **employee** from the drop-down list located at the top right-hand corner of the Time Calendar view.



2. Select the **month** and **year**.

The employee calendar is displayed

- Hours shown in blue are regular hours worked
- Hours shown in red are overtime hours worked

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
	Reg: 8.00 hrs	Reg: 8.00 hrs	Reg: 8.50 hrs	Reg: 8.00 hrs	Reg: 7.75 hrs	
	40		10	10		
9	10	11	12	13	14	15
		Reg: 8.00 hrs	Reg: 8.50 hrs	Reg: 7.50 hrs	Day 7 50 has	
	Reg: 7.00 hrs OT: 1.50 hrs	Reg: 6:00 firs	Neg. 6.30 hrs	Reg. 7.30 nrs	Reg: 7.50 hrs	
16	17	18	19	20	21	22
10	17	10	19	20	21	22
	Reg: 7.75 hrs	Reg: 8.25 hrs	Reg: 8.00 hrs	Reg: 8.00 hrs	Reg: 8.00 hrs	
			OT: 1.50 hrs			
23	24	25	26	27	28	29
	Reg: 7.50 hrs	Reg: 8.00 hrs	Reg: 8.00 hrs			
30	1	2	3	4	5	6
Regular Hours: 142.25						

Average Hours: 8.07 hrs Most hours worked on: Administration

■ To edit an employee's time entries:

1. Select the **employee** from the drop-down list located at the top right-hand corner of the view.

- 2. Select the month and year.
- 3. Click on the day of the month containing the time entries to edit.
- 4. Click the **View Timesheet** button so on the toolbar.
- 5. Select the time entry row to edit.
- 6. Edit the time entry information using the bottom part of the view.
- 7. Click the **Save** button I to save changes made.

■ To reject an employee's time entries:

- 1. Select the **employee** from the drop-down list.
- 2. Select the month and year.
- 3. Click on the day of the month containing the time entry to reject.
- 4. Click the **View Timesheet** button so on the toolbar.
- 5. Select the row to reject.
- 6. Click the **Reject** button .
- 7. Enter the reason for the rejection. This reason is displayed to the employee who submitted the time.

Note: When time is rejected, the employee who submitted the time will receive an e-mail notification if this option has been enabled (page 42).

■ To reject an employee's timesheet entries for an entire day:

- 1. Select the **employee** from the drop-down list.
- 2. Select the month and year.
- 3. Select 1 or more days by clicking on the calendar day.
- 4. Click the **Reject** button **3**.
- 5. Enter the reason for the rejection.

■ To add time entries for an employee:

Warnings:

- Time entries added using this view bypass all approval workflows.
- When a time entry is entered from this view for a project or task not assigned to an employee, the entry
 will not be displayed in the Budgeted Time & Costs view.
- 1. Select the **employee** from the drop-down list.
- 2. Select the month and year.
- 3. Select the day of the month and click the **View Timesheet** button ...
- 4. Click the **New** button and on the toolbar.
- 5. Select the **project** from the drop-down list.
- 6. Select the **task** from the drop-down list.
- 7. **(Optional)** Select the **overtime rate** (only available to users with appropriate security rights).
- 8. Check the **billable** box if this time entry is billable.

- 9. Enter a **duration** (in hours). This is the total time worked.
 - Enter the **start** and **end times** for the time entry.
- 10. (Optional) Select the client overtime rate (only available to users with appropriate security rights).
- 11. (Optional) Enter a description.
- 12. Click the **Save** button **.**

Time Lockout

What is Time Lockout?

Time Lockout is an optional feature, which prevents additions or edits to time entries after a specified date. Time Lockout can be established as a one-time event or can be configured as a recurring rule, which repeats based on a schedule; weekly, monthly, etc.

For those occasions when adjustments are required to data that is within a lockout period, an 'exception request' mechanism is available to allow an administrator/manager to temporarily open the lockout period for one or more employees.

Do you need to use Time Lockout?

The Time Lockout feature can be important for those companies using the time data for payroll, billing, or any purpose where it is critical that no information be added, or altered, after a specific date.

How Time Lockout works

Time Lockout is defined and controlled by a system administrator. In general, a lockout date is selected and applied. After the established lockout date, no manager is able to edit, delete, or adjust time entry details or rates that exist on, or before, the lockout date. Similarly, employees are not able to enter or submit time entries that fall on or before the lockout date.

When required, managers or time entry employees can submit a request to open the lockout period. When the request is approved, the lockout period is opened for the employee or manager, and is only opened for a period of time defined by the approver.

An e-mail notification can also be setup to automatically notify employees when a time lockout is about to occur.

Lockout rules can be configured in two ways: a System Lockout rule, which applies to all users, or an Employee Lockout rule, which applies only to selected employees. The Employee lockout option can be useful when not all employees require the same lockout dates or when some employees can be exempt from all lockout rules.

Note that the lockout period does not apply to expenses.

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System Lockout

The System configuration for Time Lockout allows a company to specify a date <u>after which</u> no one is permitted to enter or submit time to the locked out period or to edit previously approved time for this same period. A system lockout can be configured as a manual one-time event or can be configured as a recurring rule, which repeats based on a schedule; weekly, monthly, etc.

The System Lockout configuration is one of 2 types of possible lockout implementations. The other is Employee Lockout (page 84). The views and tools affected when lockout is used are detailed on page 91.

The System Lockout does not apply to employees who are associated with Employee Lockout rules.

Notes:

- Lockout periods do not apply to expenses.
- Applying a time lockout has an effect on the user interface and experience throughout the application.
 Many utilities normally available may be disabled, warning messages may appear and some toolbar buttons may not be displayed.
- The time of day the lockout occurs cannot be changed. It occurs at 12:01 a.m. after the day selected.
- When Lockout is configured, the Audit trail log is automatically enabled.

■ To create a system time lockout rule:

- 1. Click the **Approval Workspace** button located in the Time & Expenses section of the side navigation bar.
- 2. Select the **Time Lockout** tab near the top of the screen.
- 3. Select the **System** tab.
- 4. Select a **time lockout type** (manual or recurring) and **lockout date** as required.

About the lockout date:

The lockout date is the date **after which** time cannot be added (or edited), on or prior to the lockout date. For example, if you set the lockout date to the 15th day of the month, then beginning on the 16th day, time will be locked out for the 15th and earlier.

- None: Turn off System Lockout.
- **Monthly**: Lockout monthly after a specific date (example: 3rd day of the month) or a specific day of a specific week (example: 2nd Monday of the month).
- **Bi-Monthly**: Lockout after the 15th and last day of the month.
- Bi-Weekly: Lockout every 2 weeks starting after the selected date.
- Weekly: Lockout after a specific day of each week (example: Monday of every week).
- **Manual**: Lockout after a specific date No recurrence.
 You may set the manual lockout date to a future or past date. If you are setting a manual lockout to a future date, then you should also use the Last Lockout date field to lockout older time entries. The Last Lockout date is particularly important if this is the second time a manual time lockout is set.
- 5. Use the **Employee buffer** drop-down list to add some buffer time to the lockout date to permit time entry employees to enter and submit their time. (Not applicable for the Manual lockout option.)
- 6. Use the **Manager approval buffer** drop-down list to add some buffer time to the lockout date. This buffer time only applies to certain views in the Administrative areas of the software to give time to managers and system administrators to review and approve the time data. (Not applicable for the Manual lockout option.)
- 7. **(Optional)** Click the **View Details** button to see time not submitted and time waiting to be approved for the period to be locked.

8. Click Apply.

The bottom portion of the view contains all active time lockout exceptions plus utilities to manually create or edit exceptions. Instructions for this part of the view begin on page 88.

Tips:

- To exclude an employee from the System Lockout, create an Employee Lockout rule (Manual) for the employee with a lockout date far into the future.
- You can setup a Job Scheduler Notification that will send out an e-mail notice to employees before the lockout date arrives (page 128).

Employee lockout

The Employee configuration for Time Lockout allows a company to specify a date <u>after which</u> selected employees are not permitted to enter or submit time to the locked out period or to edit previously approved time for this same period. An employee lockout can be configured as a manual one-time event or can be configured as a recurring rule, which repeats based on a schedule; weekly, monthly, etc.

The Employee Lockout configuration is one of 2 types of possible time lockout implementations. The other is System Lockout. The views and tools affected when lockout is used are detailed on page 91.

Notes:

- An employee selected for an Employee Lockout is exempt from any System Lockout rule.
- An employee can only be associated with one Employee lockout rule.
- Applying a time lockout has an effect on the user interface and experience throughout the application.
 Many utilities normally available may be disabled, warning messages may appear and some toolbar buttons may not be displayed.
- Lockout periods do not apply to expenses.
- The time of day the lockout occurs cannot be changed. It occurs at 12:01 a.m. after the day selected.
- When Lockout is configured, the Audit trail log is automatically enabled.

To create an employee time lockout rule:

- 1. Click the **Approval Workspace** button located in the Time & Expenses section of the side navigation bar.
- 2. Select the **Time Lockout** tab near the top of the screen.
- 3. Select the **Employee** tab.
- 4. Click the **Add** button Add
- 5. Enter a name for the lockout.
- 6. Select a **Time lockout type** (manual or recurring) and **lockout date** options as required.

About the lockout date:

The lockout date is the date **after which** time cannot be added (or edited), on or prior to the lockout date. For example, if you set the lockout date to the 15th day of the month, then beginning on the 16th day, time will be locked out for the 15th and earlier.

- **Monthly**: Lockout monthly after a specific date (example: 3rd day of the month) or after a specific day of a specific week (example: 2nd Monday of the month).
- **Bi-Monthly**: Lockout after the 15th and last day of the month.

- Bi-Weekly: Lockout every 2 weeks starting after the selected date.
- **Weekly**: Lockout after a specific day of each week (example: Monday of every week).
- Manual: Lockout after a specific date No recurrence.
 You may set the manual lockout date to a future or past date. If you are setting a manual lockout to a future date, then you should also use the Last Lockout date field to lockout older time entries. The Last Lockout date is particularly important if this is the second time a manual time lockout is set.
- 7. Use the **Employee buffer** drop-down list to add some buffer time to the lockout date to permit time entry employees to enter and submit their time. (Not applicable for the Manual lockout option.)
- 8. Use the **Manager approval buffer** drop-down list to add some buffer time to the lockout date. This buffer time only applies to certain views in the Administrative areas of the software to give time to managers and system administrators to review and approve the time data. (Not applicable for the Manual lockout option.)
 - The 'Employees available' list box on the left contains all employees in the database. Those already assigned to an employee lockout rule have the name of the lockout rule appended to their names.
- 9. From the **Employees available** list, select the employees to apply to this rule and move them to the **Employees assigned** list using the arrow button located between the lists.
- 10. (**Optional**) Click the **View Details** button to see time not submitted and time waiting to be approved for the period to be locked.
- 11. Click Done.

The bottom portion of the view contains all active time lockout exceptions plus utilities to manually create or edit exceptions. Instructions for this part of the view begin on page 88.

Tip: You can setup a Job Scheduler Notification that will send out an e-mail notice to employees before the lockout date arrives (page 128).

Lockout Exceptions

A Lockout Exception Request mechanism is available to managers and time entry users to request that a locked down period be opened. This is required for those occasions when errors have been made, when there are unexpected delays in submitting or approving time, etc.

How Lockout Exceptions work

From either the time entry tool or the Approvals view, an exception request is made via a toolbar button. The request is forwarded to the selected manager and is approved/rejected from the Approvals view in a manner similar to approving time or expenses. When the exception request is approved, the date range or sheet is unlocked for the employee and automatically closes on a date chosen by the approver. Because it is important that exception requests and approvals be handled in a timely manner, e-mail notifications are automatically sent when exception requests are submitted and approved.

There are 3 typical reasons why a period or sheet may need to be unlocked.

- A Time entry employee requests an exception to **enter or submit time** for a period that is locked. When the request is approved, the date range is opened to the employee.
- An Approving Manager requests an exception to **approve a timesheet** that is locked. In this situation, only the submitted sheet is opened and is only opened for the approving manager. The employee who submitted the time cannot modify the sheet. If the approving manager rejects the sheet, then it becomes available to the employee for editing.
- Other managers or administrators may require a period or a timesheet to be opened to **edit approved time entries** after a period has been locked. In limited areas of the software, changes can be made by a system administrator without specifically creating an exception (e.g. adjust rates, bulk time move). However, in most administrative views and tools (Time Calendar, Holiday Time Entry, etc..), there are no built-in request mechanisms. In these situations, an administrator must manually create an exception from the Time Lockout view.

All exception requests are logged in the Audit trail.

Tip: There is an exception history report that details all time entries entered during time lockout exceptions (page 93).

In Time Lockout Exceptions:

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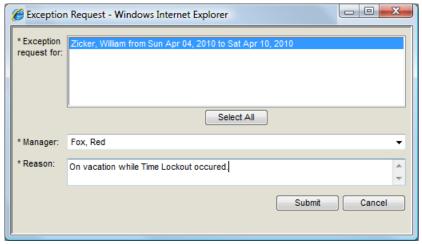
Exception Request to approve time

When a period is locked, any time that has been submitted but not yet approved is also locked down. The approving manager must request that another manager (or administrator) unlock the sheet so that it can be approved. The following details how to create a time lockout exception to approve time. If the approving manager has the appropriate security rights, he or she may bypass the exception request process and manually create an exception for the sheet (page 88).

Exception request to approve time:

- 1. Click the **Approval Workspace** button located in the Time & Expenses section of the side navigation bar.
- 2. Select the **Time & Expense Approval** tab near the top of the screen.
- 3. Click the **Exception Request** button on the toolbar.
- 4. Select the sheet to open from the Exception request for list. More than one sheet can be selected.
- 5. Select to which **Manager** the exception request will be sent. This list is comprised of all users who have access to the Time Lockout view.
- 6. Enter a **Reason** for the request.
- 7. Click Submit.

The selected manager is sent an e-mail notifying him or her of the request. The selected manager must approve the request using the Approvals view (page 89).



Exception request to approve time

Exception Request to submit/enter time

When a period is locked, any time that has been entered but not submitted is locked down. Time can also not be added or edited in a period that is locked down. To enter and submit time, the time entry user must request that the period be unlocked.

The selected manager is sent an e-mail notifying him or her of the request and must approve the request using the Approvals view (page 89).

Instructions for employees to request an exception are found in the Time Entry section of the User's Guide - page 307.

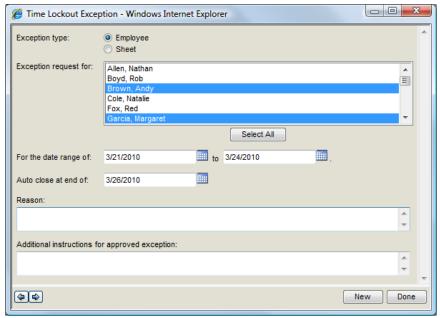
Manually create a time lockout exception

Managers or administrators may require a period or a timesheet to be opened to **edit approved time entries** or time entry details after a period has been locked. For administrative views like the Actual Time & Costs or Time Calendar view, editing time entries that are locked requires that an exception be manually created by someone with access rights to the Time Lockout view. The following details how to create a manual time lockout exception.

Note: Information regarding exception requests is logged in the Audit trail.

Manually create a time lockout exception:

- 1. Click the **Approval Workspace** button located in the Time & Expenses section of the side navigation bar.
- 2. Select the **Time Lockout** tab near the top of the screen.
- 3. Select either the **System** or **Employee Lockout** tab.
- 4. In the **Active exceptions** area in the lower half of the view, click the **Add** button to open the Time Lockout Exception window.
- 5. Select an Exception type:
 - **Employee** to unlock a specific date range for one or more employees.
 - **Sheet** to unlock one or more submitted timesheets.
- 6. In the **Exception request for** list, select one or more employees or timesheets to unlock.
- 7. If the Exception type is 'Employee' (step 5), select the **date range** to open.
- 8. Select the date at which the exception automatically closes (Auto close).
- 9. (Optional) Enter a reason for the exception.
- 10. Click Done.



Manual time lockout exception

Approving Lockout exception requests

When an employee or approving manager submits a request to open a period or timesheet, the manager receiving the request must approve or reject the submission. The following details how to approve a lockout exception request.

■ To approve/reject a lockout exception request:

- 1. Click the Approval Workspace button located in the Time & Expenses section of the side navigation bar.
- 2. Select the **Time & Expense Approval** tab near the top of the screen.
- 3. Select a **Time Lockout exception request** from the **To Be Approved** drop-down list. The list is divided by types of submission; timesheets, expenses or time lockout exceptions.
- 4. Review the request details and adjust if necessary.
- 5. Select an **Auto close** date. This is the date the period/sheet will automatically 're-lock'.
- 6. **(Optional)** If approving the request, enter **additional instructions** for the person submitting the request. This is added to the e-mail automatically sent to the person who made the request.
- 7. To approve the request, click the **Approve** button or or the toolbar.

To reject the request, click the **Reject** button 🔯 and enter a reason for the rejection.

Notes:

- If the request is to unlock a timesheet, then the sheet automatically 'locks' when it is approved or at the Auto close date, whichever is first.
- Information regarding exception requests is logged in the Audit trail.

Lockout Exception Request e-mail Notifications

E-mails are automatically generated when Time Lockout exceptions have been requested, approved or rejected. Some changes can be made to the text displayed in the subject line or body of the e-mail.

List of exception request e-mail notifications:

- **Employee requests an exception**: Sent to the selected manager when a user requests a lockout exception from the time entry tool.
- **Manager requests an exception**: Sent to the selected manager when an approving manager requests a lockout exception from the Approval view.
- Manager accepts the exception request: Sent from the manager approving the exception to the user who made the request.
- Manager rejects the exception request: Sent from the manager rejecting the exception to the user who made the request.
- **Time with exception awaiting review**: Sent to the approving manager when a user submits a timesheet that was previously unlocked via an exception request.

■ To change the text in a notification e-mail:

- 1. Select the **Notifications tab** in the Time Lockout view.
- 2. Locate the notification to modify and click the **Change Notification text** link.
- 3. Modify the text in the **Subject line** and in the **Body** as required. The tags used in the subject line and body cannot be edited. New tags cannot be added, but existing tags can be removed.

- 4. Click the **Preview** button to see the applied changes.
- 5. Click the **Save** button.

Notes:

- Names and dates displayed in the Preview may use demo data.
- Pressing the Restore Defaults button will remove all applied changes and restore the Subject line, Body text and tags to their default settings.
- Basic HTML formatting tags, such as
 to add a line break, can be used to format the message.

Time Lockout - effects on views and tools

The following highlights the most significant effects on certain views and tools when Time Lockout is enabled.

Time Entry

Add/Edit Time Entries: time entry users are prevented from entering or editing time for those days that

Submit Time: time entry users are prevented for submitting time for those days that are locked. An Exception Request can be generated from the Time Entry tool.

Approvals - When the timesheet falls within a Time Lockout period, the approve/reject buttons are not available. An Exception Request can be generated from the Approvals view.

Time Calendar

Monthly view: time entries that fall within a lock out period cannot be rejected.

Detailed view: time entries that fall within a lock out period cannot be edited, deleted, rejected or created.

Actual Time & Costs

The attempt to edit individual time entries that are locked down (via the entry's properties) is not permitted.

The attempt to edit multiple time entries that are locked down (via the Wizard 💜) is only permitted for users with the appropriate Security option enabled (Time Lockout - Bulk Edit Override, page 191). Otherwise, only time that is 'unlocked' can be edited.

Rates Overtime Rates Employee Rate of Wages Employee Rate Charged

Task Prorating

When modifying a rate, there are 2 options available to change the rate applied to approved/existing time entries. The attempt to edit rates, associated with time entries that fall within the lock out period, is only permitted for users with the appropriate Security option enabled (Time Lockout - Bulk Edit Override, page 191). Otherwise, only the rates that apply to existing time entries that are 'unlocked' are modified.

Approval Override - The approval override of a timesheet will not be permitted if time entries within the submitted sheet fall within the lock out period.

Bulk Time Move - The attempt to move time entries that are locked down is only permitted for users with the appropriate Security option enabled (Time Lockout - Bulk Edit Override, page 191). Otherwise, only time that is 'unlocked' is moved.

Holiday Time Entry - The attempt to add time entries, associated to employees that fall within the lock out period, is not permitted and the operation is cancelled.

Import/Export tool – The attempt to import time entries, associated to employees that fall within the lock out period, is not permitted and the import operation is cancelled.

Delete - The attempt to deleted employees, tasks or projects that have associated time entries that are locked down is only permitted for users with the appropriate Security option enabled (Time Lockout -Bulk Edit Override, page 191).

Reporting

DOVICO Timesheet's comprehensive reporting tool gives you access to over 95 built-in reports, graphs and charts.

Reports can be generated for any date range by project, task, task group, employee, etc. to help you determine your project's status, where your costs are being incurred, compare budget vs. actuals, and so on.

With the additional ability to create custom reports, export reports in Word, Excel, RTF and CSV, schedule any report to be automatically run and e-mailed, DOVICO Timesheet's Reports Explorer includes all the functionality required to suit your complexity and requirements.

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Reports Explorer

Use the **Reports Explorer** view to display or print any one of numerous time, expense or costs reports. For a preview of each built-in report available in DOVICO Timesheet, search for **Available Reports** in the help system.

The following describes how to view a report. For details on the **advanced reporting functions** such as importing, modifying or exporting reports, applying report security, etc., see **Reports Explorer – Advanced** (page 95).

■ To view a report:

- 1. Click the **Reports Explorer** button at the top of the side navigation bar.
- 2. Locate the report that you would like to view.
- 3. Double click the report name, or select the report name and click the preview button and toolbar.
- 4. Follow the step-by-step instructions to guide you through the report parameters and click **Finish** to preview the report. An Adobe PDF formatted report is generated in a new window. To print or save the report, click the appropriate button on your PDF viewer's toolbar. See the next page to review the list of possible parameters that may be displayed in the step-by-step instructions.

The previewed report can be exported in either **Word**, **Excel**, **RTF** and **CSV** formats by selecting the appropriate **report format** from the drop-down list at the top of the window and then clicking the **Export** button.

The items that appear in parameter pick lists (projects, tasks, etc) in step 4 above are limited to only those items the user is permitted to view when Limited Access is applied (page 194).

Cost, rate and overtime details are only displayed to users with appropriate security rights. For those users with access to cost information, options to **show/hide cost information** are available at the top of the PDF viewer. These options are made available for those occasions where the report may need to be distributed to other individuals or in the case where the report is scheduled to be automatically generated and e-mailed to other individuals (via the Job Scheduler).

Notes:

- A Limited Access Group filter option (or) if in use) may be displayed while selecting report parameters (page 231). It is only available if you are a member of more than 1 limited access group (Hierarchy-based limited access mode only).
- The reports included in the Time & Expense Entry Reports folder are the reports available to all
 employees entering time or expenses and were designed for their needs. For this reason, the
 reports in this folder will return information on time and expenses that are under review, rejected or
 have not been submitted.
- **Pie chart** reports only show the 4 largest values as unique pieces within the pie chart. All additional values are grouped into a single piece labeled **Other**.
- Assignments from projects linked to Microsoft Project do not appear in reports. Modifications to some reports can be made to display these tasks. See Reporting Tips & Tricks (page 98).

Tips:

- You can schedule reports to be automatically run and e-mailed to employees or clients by clicking the **Schedule report** button
- Many reporting functions can be accessed by using your mouse's right click button.
- We regularly add free custom reports to our website, which are available for downloading. To view a
 list of these reports, go to: http://www.dovico.com/reports.html.
- If you want to make everyday reports easily available, see Reporting Tips & Tricks (page 98).
- Reports can be converted from **Letter to A4** or vice versa (page 99).

Reports may contain one or more of the following parameters:

- **List** field: Select the projects, employees, clients, etc, to report on.
- Filter by Custom Field option: Displayed above some list fields, the Filter by Custom field checkbox limits the report to only those records that match specific data entered in custom fields. When checked, the custom fields for the view listed (employee list, project list, etc) are shown. Only those custom fields that have data entered in them are displayed in this list.

The list of custom fields available to report on is formatted as follows:

Custom Field name | | Custom field data

For example; if an Employee view custom field called 'IT Skillset' has 3 possible selections (C++, Oracle and SQL) and only 2 have ever been selected from the Employees view, the following custom fields appear in the list:

> IT Skillset | | C++ IT Skillset | | SQL

- Filter by Date Range option: Check this box to select the From and To date range for the report or uncheck to display all records.
- **Project Status** list: Displayed on some project reports, select the project statuses to report on.
- Hours Over field: Displayed on certain time reports, the report will display all employees having more than the specified number of approved hours for the selected date range.
- Hours Under field: Displayed on certain time reports, the report will display all employees having less than the specified number of approved hours for the selected date range.
- Active Employees Only checkbox: Check this option to only report on active employees. An employee is active if the current date is less than the employee's End Date.
- Show Billable Only checkbox: Available in certain expense reports, check this option to only see records that are billable.
- Hide Start/End checkbox: Available in certain time reports, check this option to not display the Start and End times on the report.
- Overtime Only checkbox: Available in certain time reports, check this option to only display overtime records.
- **Description Search** field: Available in certain time reports, it is used to only display time entries that have a description matching the Search field. Enter the exact text to search or use wildcards (* or %) at the beginning and end of a keyword.

Available Reports

The Reports Explorer in DOVICO Timesheet contains over 85 built-in reports for managers/administrators and 11 reports for time and expense entry users.

Each built-in report can be previewed using the help system by clicking on either the Sorted by Folder book or the Sorted Alphabetically book located in the Contents tab under Administrative **Functions \ Reporting \ Preview Reports.**

Reports Explorer - Advanced features

The Reports Explorer view contains many advanced features permitting you to add, import, export, schedule, modify or customize reports.

Advanced Features

Add a report
Add a report folder
Modify security to a report or report folder
Modify a report's name or description
Create a custom report based on an existing report
Update a custom or built-in report
Import a report file
Export a report file
Schedule a report to run automatically

Tip: Most actions described in the following instructions are available using your mouse's right click button.

■ To add a report:

- 1. Select in which **folder** you would like to add the report.
- 2. Click anywhere in the view's right pane.
- 3. Click the **Add Folder/Report** button on the toolbar.
- 4. Enter the report **name** (up to 100 characters).
- 5. Enter a **description** for the report (up to 250 characters).
- 6. Click the **Browse** button to locate the .RPT file.
- 7. Locate the file and click **Open**.
- 8. Click OK.

The report will now appear in the designated folder. The new report's security should be reviewed since, by default, the only security group having access to the new report is the same security group as the person who added the report.

- 9. Click on the **new report**.
- 10. Click the **Report Security** button 🛍 on the toolbar.
- 11. Add or remove security groups having access to this report by using the arrow buttons.
- 12. Click **OK**.

Tip: We frequently add custom reports to our website, which are available for downloading. To view a list of these reports go to: http://www.dovico.com/reports.html.

■ To add a report folder:

- 1. Click on the **folder** (or subfolder) where the new folder will be added.
- 2. Click the **Add Folder/Report** button on the toolbar.
- 3. Enter the folder **name** (up to 100 characters).
- 4. Click OK.

The new folder will now appear. The new folder's security should be reviewed since, by default, the only security group having access to the new folder is the same security group as the person who added the folder.

- 5. Click on the new folder.
- 6. Click the **Report Security** button all on the toolbar.
- 7. Add or remove security groups having access to this folder by using the arrow buttons.
- 8. Click OK.

Note: Modifying security settings for a folder does not automatically adjust the security for the reports or subfolders within that folder. Security for each report or subfolder must be modified individually.

To modify a report or folder security setting:

- 1. Click on the report or report folder that you would like to modify.
- 2. Click the **Reports Security** button and on the toolbar.
- 3. Add or remove security groups having access to this report (or folder) by using the arrow buttons.
- Click OK.

Note: Modifying security settings for a folder does not automatically adjust the security for the reports or subfolders within that folder. Security for each report or subfolder must be individually modified.

■ To modify a report's name or description:

- 1. Click on the **report** to modify.
- 2. Click the **Report Properties** button on the toolbar.
- 3. Modify the **name** and **description** as required.
- 4. Click OK.

Note: The name and description fields use custom terminology. Please refer to the Developers section of DOVICO's web site (www.dovico.com/developer.html) for a detailed explanation of how custom terminology is implemented within report titles and descriptions.

■ To update a custom or built-in report:

After modifying an existing custom or built-in report, it's important to update the report in the database.

- 1. Locate and **click** on the report that you would like to update.
- 2. Click the **Report Properties** button on the toolbar.
- 3. Check the **Update** check box.
- 4. Click the **Browse** button and navigate to the new report (.rpt file).
- 5. Click on the **new report** and select **Open**.
- 6. Click OK.

To create a custom report using an existing report:

Prerequisite: To create a custom report, you must have Crystal Reports version 9.0.

- 1. Select the **report** to copy.
- 2. Click the **Create Custom Report** button on the toolbar.
- 3. Open the file.
- 4. Crystal Reports will now open the report for editing.

- 5. When you have completed editing the file, select File, Save.
- 6. Add the custom report to any folder using the instructions in: To add a report or To update a custom report.

To export a report file:

This function exports an RXP file (a DOVICO specific file format). The export function is mainly used to export files so that they can be imported to other Report Explorer folders. To export a final (generated) report, simply run the report as normal and click the Export button at the top of the view.

- 1. Select the **report file** to export.
- 2. Click the **Export report** button 🗐 on the toolbar.
- Click Save.
- 4. **Browse** to a location to save the report and click **Save**.

Note: When exporting reports, you cannot export a report to which you do not have security access.

Tip: You can export all reports within a folder by selecting the report folder and clicking the Export report button on the toolbar.

To import a report file:

- 1. Select the **report folder** where the report will be imported.
- 2. Click the **Import report** button and on the toolbar.
- 3. Click the **Browse** button and navigate to the .rxp file and click **Open**.
- 4. Click OK.

Notes:

- When importing a reports folder, if the folder already exists, it will not overwrite the existing folder. It will skip this folder so that the existing folder can maintain its existing permission set.
- When importing a report, you cannot replace a report for which you do not have access.

■ To schedule a report to run automatically:

You can schedule a report to run automatically from the Reports Explorer view.

- 1. Right click on the report to schedule and select Schedule.
- 2. Follow all report wizard instructions and click Finish.
- 3. After the report is displayed, click the **Add to report job** button at the top to launch the Job Scheduler window.
- 4. From the Job Scheduler window's Data tab, use the **Name drop-down** list to either select to add this report to a **new job** (Create a new job...) or select to add this report to an **existing reporting job**. All existing reporting jobs are displayed under the 'Create a new job...' option.
- Use the **Recipients**, **SMTP** and **Schedule** tabs to complete the scheduled job's details. See Automatic Reporting (page 143) for complete details on each tab.

Reporting Tips and Tricks

Tips & Tricks #1:

If you are repeatedly using the same reports and you don't like to search through all the folders to find them, you can easily copy your everyday reports to a new folder, and as a result make them accessible in one, easy to find, location.

■ To copy an existing report to a custom folder:

Step 1: Create a custom or personal reports Folder

- a. Select **Reports Explorer** from the side navigation bar.
- b. Click on the top most **folder** on the left-hand side of the view.
- c. Click the **Add Folder** button on the toolbar to create a new folder.
- d. Enter a **name** for the new folder and click **OK**.

Step 2: Export the report

- a. Click on the **report** you wish to copy.
- b. Click the **Export Report** button don the toolbar.
- c. Click Save.
- d. Browse to the location where you will temporarily export the report and click Save.

Step 3: Add the report to the custom folder

- a. Click on the **Custom Folder** created in Step 1.
- b. Select **Import Report** a from the toolbar.
- c. **Browse** to the location where the report was exported in Step 2.
- d. Select the **report**.
- e. Click Open.
- (Optional) Right click on the report and apply security settings as required.

Repeat Steps 2 and 3 to add additional reports to the custom folder.

You can now delete the report from the location where it was exported in Step 2.

Tips & Tricks #2

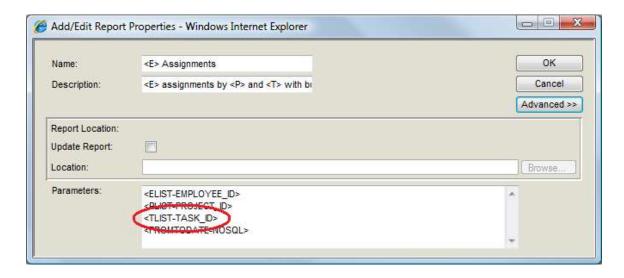
Displaying Microsoft Project tasks in Reports:

Problem: Some reports do not show assignments and tasks when these items have been imported from Microsoft Project or Microsoft Project Server. When DOVICO Timesheet imports tasks from Microsoft Project, these tasks are not available whenever a list of tasks is displayed such as found in the Task pick list when generating reports or in the Task view.

Possible Solution

One possible solution is to remove the option to select Tasks when generating specific reports. As a result, if no list of tasks is required, then the report will display data on all tasks (including those imported from Microsoft Project). There a few things to consider before implementing this solution.

- Report properties will have to be manually adjusted to those specific reports where this is required.
- If you occasionally require to run the same report for specific tasks, then a copy of the original report can be made and kept in the same folder as the modified report. **Note**: One of the reports will have to be renamed.
 - 1. Locate and right click on the report to modify.
 - 2. Select Properties.
 - 3. Click the **Advanced>>** button.
 - 4. Delete the **<TLIST-TASK_ID>** parameter.
 - 5. (Optional) Modify the report Name or Description.
 - 6. Click OK.



Report paper size

The following describes how to convert DOVICO Timesheet's report paper size from **Letter** (8 $\frac{1}{2}$ x 11) to **A4** or vice versa.

Note: Only the reports received with the original installation are converted. Any reports added or customized will not be converted.

■ To switch report paper sizes:

- 1. Contact **DOVICO Support** (<u>support@dovico.com</u>) to request the required file. Please indicate the software and version currently in use.
- 2. Run the file and extract the contents into the directory where DOVICO Timesheet is installed.
- 3. Run the file labeled **A4.exe**.
- 4. Enter the MSDE/SQL Server Name, Database Name, the User ID and Password for the server.
- 5. Select the new **Report format**.
- 6. Click **OK**. The Set Report Format window will automatically close when the update is complete.

Budgeting and Costing

DOVICO Timesheet's budgeting and costing functions are crucial for those creating detailed company and client cost budgets (estimates) and for those tracking actual time and costs against estimates (budgets).

DOVICO Timesheet uses rates and time estimates to calculate estimated client and company costs. These are automatically calculated for each task assignment created for a project. These estimated costs, along with actual client and company costs calculated for each approved time entry are displayed in several key locations within DOVICO Timesheet and in numerous reports.

Several options are available to view and edit estimates and costs, either at the individual time entry level, or at the project level.

In Budgeting and Costing ...

Budgeted Time & Costs	101
Actual Time & Costs	109
Rates	113
Overtime Rates	116
Budgeted Expenses	118

Budgeted Time & Costs

Budgeted Time & Costs is a powerful view important for those wanting to create detailed company and client cost budgets (estimates) and for those tracking actual time and costs against estimates.

The following explains (1) the factors used in calculating estimated company and client costs, (2) how to create a budget (estimated time and costs) for a project, (3) how to edit estimates for multiple projects and task assignments, (4) describes how to review summary cost information for a project, and (5) how to locate (filter) the items that are over budget on time.

Notes:

- Expense budgets are prepared using the **Budgeted Expenses** view (page 118).
- Cost and rate details can be hidden from specific users by selecting the appropriate Cost Security options in the Security Groups view (page 190).

Tip: You can apply the same pay or charge out rate to an entire project (project based rate) regardless of the assigned task or employee by using the Budgeted Time and Costs view's Budget Wizard (page 106).

How estimated company and client costs are calculated:

Estimated client and company costs are automatically calculated for each task assignment created for a project. These estimated costs are displayed in several key locations within DOVICO Timesheet and in numerous reports. The following defines company and client estimated costs and identifies the factors used in their calculation.

Estimated company cost is the calculated amount used to determine your company's estimated cost to accomplish a task or project.

For each task assignment:

Estimated company cost = (estimate hours + adjusted hours) x rate of wages

- Estimated hours: The estimated number of hours required by an employee to finish the task.
- Adjusted hours: The adjusted number of hours required by an employee to finish the task.
- Rate of wages: The hourly wage rate (pay rate) for the employee assigned to the task. This is initially set using the rate of wages assigned to the employee.

Estimated client cost is the calculated amount used for billing clients (or for charge back) for tasks or projects.

For each task assignment:

Estimated client cost = (estimate hours + adjusted hours) x rate charged x task prorating

- Estimated hours: The estimated number of hours required by an employee to finish the task.
- Adjusted hours: The adjusted number of hours required by an employee to finish the task.
- Task Prorating: A multiplier assigned to the task. Used when you charge clients more (or less) for time spent on specific tasks. This is initially set using the value in the task's prorating field.
- Rate charged: The hourly rate charged (billable rate) for the employee assigned to the task. This value is initially set using the rate charged assigned to the employee.

■ To create a budget for a project:

Prerequisite:

Before entering estimated time for a project, you should complete all employee and task assignments for that project.

Tips:

- You can **review budget vs. actual statistics** assignment for any item in the Project Assignment's assignment tree (page 51).
- You can alternately create a single, total time estimate for an entire project using the **Project Estimate** total function (page 108).
- 1. The Budgeted Time & Costs view is accessed by clicking the **Project Workspace** the Projects section of the side navigation bar and then clicking the Budgeted Time & Costs tab at the top of the screen.
- 2. Select the **project** from the drop-down list located at the top of the window.

Each task assignment for the selected project is displayed in the grid. For each task assignment, the default budget information is displayed.

Note: The number of task assignment rows displayed in the view is limited by the Paging setting (page 171). You may need to click the **paging** buttons or (upper right corner of the screen) to view additional record pages.

Details on the budget information displayed:

To create a budget, there are five key factors, which can be modified.

Estimated hours: The estimated hours to complete the task assignment. The estimated hours are displayed to employees entering time as the tasks' budgeted hours. The Estimated hours field is only available for editing when the project status is set to 'Estimate'.

Adjustments: Additional hours not included in the original estimated hours. Adjustment hours are added to the original estimated hours when calculating estimated costs. The Adjustment field is only available when the project status is set to 'Active'.

Rate charged: The hourly rate charged (billable rate) assigned for this task assignment. This value is initially set using the rate charged field in the employee's properties window.

Rate of wages: The hourly wage rate (pay rate) assigned for this task assignment. This value is initially set using the rate of wages field in the employee's properties window.

Task Prorating: A multiplier assigned to a task assignment. Used when you charge clients more (or less) for time spent on specific tasks. This value is initially set using the prorating field in the task's properties window.

Other information available for editing includes:

WBS code: (Work Breakdown Structure) An alphanumeric code used to represent a task's position within the hierarchical structure of the project.

Task Start and Finish dates: The start and finish dates a task is scheduled to be worked. These are important when you want to prevent an employee from entering time on a task until its scheduled period (see Only Display Scheduled Assignments on page 57).

ETC (h): The time estimated to complete the task. This value can be entered or edited by time entry users using the time entry tool. 'N/A' appears when no value has been entered and 'Complete' appears when the employee enters 0.

Billable by default: The default selection for the Billable checkbox displayed to the time entry user when this task assignment is selected.

Overtime rate: An overtime multiplier assigned to the employee's rate of wages (pay rate) value. This multiplier is initially set using the prorating field in the overtime rates view.

Client overtime rate: An overtime multiplier assigned to the employee's rate charged (billing rate) value. This multiplier is initially set using the prorating field in the overtime rates view.

Information displayed (not editable)

The **Actual (h)** column displays the total hours submitted by the employee (and approved) for that particular task assignment.

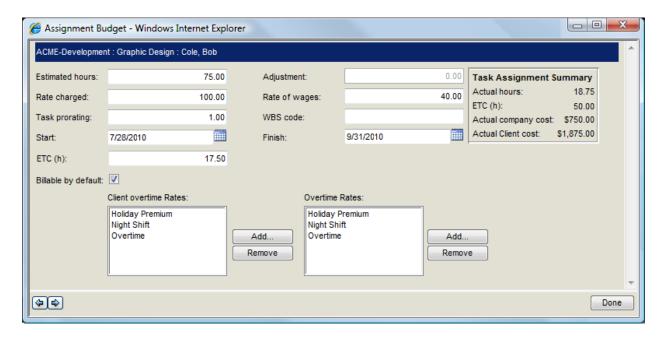
The task **description**.

Note: For projects linked to Microsoft Project, the Estimated hours, Adjustment, WBS, Start and Finish date fields cannot be modified.

Option A: Add or edit each task assignment row's estimated cost:

- 1. Click on the **task assignment row** to edit and click the **properties** button are on the toolbar.
- 2. Add (or edit) information in each field as required.

Note: Rate, Cost and Overtime information is only available to users with appropriate security rights.



To add a **client overtime rate** to a task assignment:

- a) Click the **Add** button located to the right of the **Client overtime Rates** list box.
- b) Select one or more client overtime rates from the pop-up window and click Add.
 - The client overtime rates applied here are available to the employee entering time for this assignment and are used to calculate client costs.

To add a **company overtime rate** to a task assignment:

- a) Click the **Add** button located to the right of the **Overtime Rates** list box.
- b) Select one or more company overtime rates from the pop-up window and click Add.

- The company overtime rates applied here are available to the employee entering time for this assignment and are used to calculate company costs.
- 3. Click the **Next Record** button to automatically save the changes and move to the next record. Or click **Done** to save the changes and close the window.

Task Assignment Summary details:

Actual hours: The actual hours submitted (and approved) for this task by the employee.

ETC (h): The Estimate Time to Complete for this task as entered by the employee/manager.

Actual company cost: The calculated company cost for this task assignment.

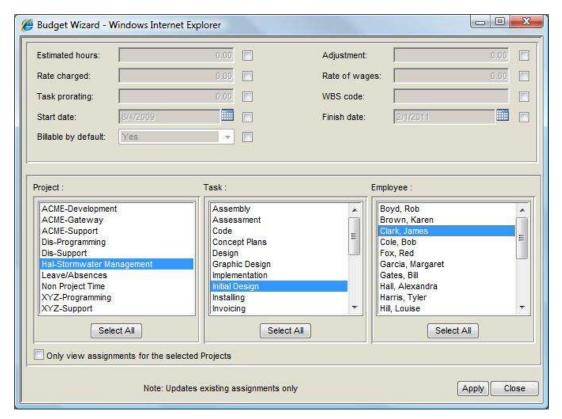
Actual client cost: The calculated client cost for this task assignment.

Task Assignment Summary Actual hours: 18.75 ETC (h): 50.00 Actual company cost: \$750.00 Actual Client cost: \$1.875.00

Option B: Add or edit estimated cost information across multiple projects and task assignments:

TIP: The budget wizard can also be used to apply the same rate to all assignments for a given project (page 106).

- 1. Select any task assignment row in the Budgeted Time & Costs view.
- 2. Click the **Budget Wizard** button on the toolbar.



3. Select the project, tasks and employees for which the estimate modifications will be applied. When the Budget Wizard is initially launched, the lists highlight the project, task and employee originally selected in the grid.

The list boxes initially display all available projects, tasks and employees. To only view tasks and employees assigned to a specific project, select the project and check the Only view assignments for the selected Projects checkbox.

4. Modify any of the available fields by first selecting the **checkbox** and modifying the **value**.



Notes:

- Modifying any of these factors only alters the values for future time entries entered against the specific task assignments selected. The original sources for these various proratings, rates, etc. are not affected.
- To display the tasks linked to Microsoft Project within the Task list, first select the project linked to Microsoft Project in the Project list and then check the 'Only view assignments for the selected Projects' box.
- For projects linked to Microsoft Project, the Estimated hours, Adjustment, WBS, Start and Finish date fields cannot be modified.
- Rate information is only available to users with appropriate security rights.
- 5. Click **Apply** to update the estimate information.

To edit a single task assignment's estimated cost:

- 1. Select the **project** from the Project drop-down list near the top of the view.
- 2. Optionally select an **Employee** and **Task** from the drop-down lists at the top of the view to further narrow the information displayed in the grid.
- 3. Click the task assignment row to edit.
- 4. Click the **Properties** button on the toolbar.
- 5. Modify any of the available fields:

Notes:

- Modifying any of these factors only alters the values for future time entries entered against the specific task assignment selected. The original sources for these various proratings, rates, etc. are not affected.
- Rate, Cost and Overtime information is only available to users with appropriate security rights.
- 6. Click **Done** to automatically save and close the window.

Tips:

- Use the **Show/Hide column** \forall function to personalize what information is displayed in the Budgeted Time & Costs view's grid.

■ To review a project's estimated vs. actual time and costs:

1. Select the **project** from the Project drop-down list near the top of the view.

The project time and cost summary information is displayed at the top of the screen. It compares estimate and actual values for Total Hours, Company costs and Client costs.

Project Summary	Estimate / Actual	Estimate / Actual	Estimate / Actual
	Hours: 990.00/522.20	Company cost: \$24,420.00 / \$11,509.40	Client cost: \$117,750.00 / \$58,412.50

Notes

- Actual vs. Budget statistics are also available from the Project Assignments tab (page 51).
- Company or Client costs are only displayed to users with appropriate security rights.
- The 'Actual' data displayed in the Project Summary area includes any time entries added to the project using the Time Calendar view. When a manager or system administrator uses the Time Calendar view to enter time for an employee, time may be added against a task that is not assigned to this project. Because there is no assignment for this project/task/employee combination, no budget exists for this assignment and therefore no 'line item' for this time entry is displayed in the Budgeted Time & Costs view's grid. This can explain why the sum of the hours in the Actual hours column may not add up to the actuals hours displayed in the Project Summary area.
- Detailed actual vs. estimate reports are available from the **Reports Explorer** view.
- Filtering the information displayed in the grid by using the Task or Employee drop-down lists does not alter the Project Summary information.

■ To locate task assignments that are over budget on time:

Note: The budget filter determines which task assignments are over budget **on time**. To review task assignments that are over budget **on costs**, you can use one of the available **Client and Company cost reports**.

- 1. Select the **project** from the Project drop-down list near the top of the view.
- 2. Click the **Filter** button on the toolbar to display the Budget filter window.
- Check the Hours over budget box to see all task assignments that have Actual hours greater than estimated + adjusted hours.

Check the **Projected hours over budget** to see all task assignments that have **Actual hours + ETC** greater than **estimated + adjusted hours**.

You can also use this **filter** to view task assignments that have **no ETC** or **no budgeted hours** (estimate or adjusted hours).

Note: When more than one box is checked, the filter returns only the data that matches all the selected criteria (an AND operation).

■ To apply a project based rate:

Note: All task and employee assignments for the project should be completed before applying the project rate since creating additional assignments will not automatically use the project rate.

1. Select the **project** from the Budgeted Time and Costs view's Project drop-down list.

- 2. Click the **Budget Wizard** button von the toolbar.
 - In the left side pane, the selected project is highlighted.
- 3. Check the Only view assignments for the selected Projects box to display only those tasks and employees assigned to this project.
- 4. Select all Tasks and all Employees.
- 5. Modify the Rate Charged (billing rate) or Rate of Wages (pay rate) as required by checking the box to the right of the field and entering the rate.
- 6. Modify other available fields if applicable.
- 7. Click **Apply** to update the budget information.

Notes:

- Modifying any of these factors only alters the values for future time entries entered against the specific task assignments selected. The original sources for these various proratings, rates, etc. are not affected.
- Rate information is only available to users with appropriate security rights.

Project Estimate Total

The **Project Estimate Total** function permits a person to enter the estimated total number of hours (budgeted hours) that a project is scheduled to take to complete. This value is displayed in the Budgeted Time & Costs view, The Actual Time & Costs view, and in various reports to monitor actual vs. estimates hours.

Warning: If estimated hours have been individually set using the Budgeted Time & Costs view, using the Total Estimate Hours function will clear the individual values and evenly distribute the total hours across all task assignments.

You can also create or modify estimates at the individual task/employee level using the Budgeted Time & Costs view.

Prerequisites:

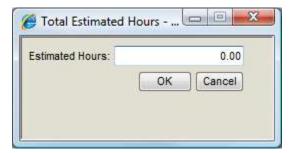
- A Project Estimate Total can only be entered for a project when that project's status is set to
- Before entering estimated time for a project, you should complete all employee and task assignments for that project.

■ To enter total estimated hours for a project:

- Go to the **Project Workspace** area and click the **Project Assignments** tab. The Project Workspace button is in the Projects section of the side navigation bar.
- Locate and select the **project** bin the assignment tree.



3. Click the **Project Estimate** button located on the toolbar. The **Total Estimated Hours** window opens.



- 4. Enter the total number of **Estimated Hours**.
- 5. Click **OK** to save the information and evenly distribute this total across all task assignments.

Actual Time & Costs

Actual Time & Costs is a powerful view important for those tracking time and costs against estimates. and for those wanting to edit the costs (company and client costs) associated with a project's approved time entries.

The following explains (1) the factors used in calculating company and client costs, (2) describes how to review summary cost information for a project, (3) how to edit the cost factors for an individual task assignment and (4) how to edit cost factors for multiple projects and task assignments.

Notes:

- Cost and rate details can be hidden from specific users by selecting the appropriate Cost Security options in the Security Groups view (page 190).
- Only approved time entries are displayed in the Actual Time & Costs view.
- Expense costs can be reviewed using the **Approved Expenses** view.

How actual company and client costs are calculated:

Actual client and company costs are automatically calculated for each approved time entry. These costs are displayed in several key locations within DOVICO Timesheet and in numerous reports. The following defines company and clients costs and identifies the factors used in their calculation.

Actual company cost is the calculated amount used to determine your company's cost to accomplish a task or project.

For each approved time entry:

Company cost = hours worked x rate of wages x overtime wage prorating

- Hours worked (Duration): The number of hours worked by an employee on the task.
- Rate of wages: The hourly wage rate (pay rate) for the employee assigned to the task. This is initially set using the rate of wages assigned to the employee.
- Overtime (OT) wage prorating: An overtime multiplier assigned to the employee's rate of wages value. This multiplier is initially set using the prorating field in the overtime rates view.

Actual Client cost is the calculated amount used for billing clients (or charge back) for tasks or projects.

For each approved time entry:

Client cost = billable hours worked x task prorating x rate charged x overtime charge prorating

- Billable Hours worked (Duration): The number of billable hours worked by an employee on the task.
- Task Prorating: A multiplier assigned to the task. Used when you charge clients more (or less) for time spent on specific tasks. This is initially set using the value in the task's prorating field.
- Rate charged: The hourly rate charged (billable rate) for the employee assigned to the task. This value is initially set using the rate charged assigned to the employee.
- Overtime (OT) charge prorating: An overtime multiplier assigned to the employee's rate charged value. This multiplier is initially set using the prorating field in the overtime rates view.

■ To review a project's estimated vs. actual time and costs:

- 1. Click the **Actual Time & Costs** button located in the Time & Expenses section of the side navigation bar.
- 2. Select the **project** from the Project drop-down list near the top of the view.

The project time and cost summary information is displayed at the top of the screen. It compares estimate and actual values for Total Hours, Company costs and Client costs.

Project Summary	Estimate / Actual	Estimate / Actual	Estimate / Actual
	Hours: 990.00/522.20	Company cost: \$24,420.00 / \$11,509.40	Client cost: \$117,750.00 / \$58,412.50

Notes

- Actual vs. Budget statistics are also available from the Project Assignments tab (page 51).
- Detailed actual vs. estimate reports are available from the Reports Explorer view.
- Filtering the information displayed in the grid by using the Task or Employee drop-down lists does not alter the Project Summary information.
- Company or Client costs are only displayed to users with appropriate security rights.

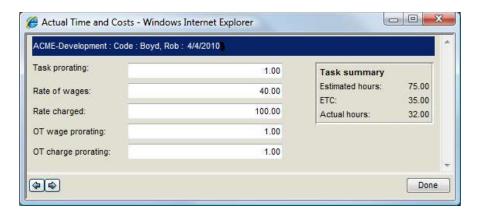
■ To edit a single task assignment's cost factors:

- 1. Click the **Actual Time & Costs** button located in the Time & Expenses section of the side navigation bar.
- 2. Select the **project** from the Project drop-down list near the top of the view.

Each approved time entry for the selected project is displayed in the grid.

Note: The number of rows displayed in the view is limited by the **Paging** setting (page 171). You may need to click the **paging** buttons or (upper right corner of the screen) to view additional record pages.

- 3. Optionally select an **employee** and **task** from the drop-down lists at the top of the view to further narrow the number of records displayed in the grid.
- 4. Click the task assignment row to edit.
- 5. Click the **Properties** button are on the toolbar.
- 6. Modify any of the available cost factors.
- 7. Click **Done** to automatically save and close the window.



Notes:

- Modifying any of these factors only alters the values for this specific combination of time entry, project, task and employee. The original source for these proratings and rates are not affected and future time entries entered against this task assignment will continue to use the original values. To modify cost factors for future time entries, use the Budgeted Time & Costs view.
- The OT charge Prorating value cannot be edited if the time entry is set as non-Billable.
- To modify a task assignment's Billable status, use the Actuals Wizard (see below) or locate and edit the time entry using the **Time Calendar** view.
- Rate and Overtime (OT) information is only available to users with appropriate security rights.
- When DOVICO Timesheet's Time Lockout is enabled, the attempt to edit time entries, associated to
 employees that fall within the lock out period, is not permitted and the operation will be cancelled.
 With the appropriate security rights, mass updates can be accomplished using the Actuals Wizards
 (see below).

Task Summary details

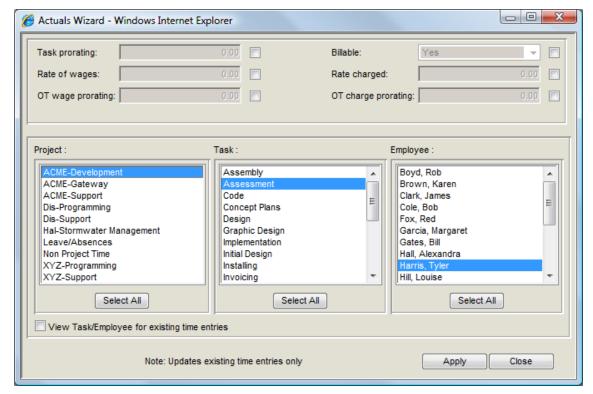
Estimated hours: The total estimated and adjusted hours required to accomplish this task.

ETC: The number of remaining hours estimated to complete this task.

Actual hours: The total approved hours entered against this task for this employee.

■ To edit cost factors for multiple projects and task assignments:

- Click the Actual Time & Costs button located in the Time & Expenses section of the side navigation bar.
- 2. Click any task assignment row.
- 3. Click the **Actuals Wizard** button von the toolbar.



4. Select the projects, tasks and employees for which the cost modifications will be applied. When the Actual Wizard is initially launched, the lists highlight the project, task and employee originally selected in the grid.

The 3 list boxes initially display all available projects, tasks and employees. To only view a project's task assignments that have existing time entries, select the project from the list and check the **View Task/Employee for existing time entries** box.

5. Modify any of the available cost factors by first selecting the checkbox and modifying the value.

Task prorating:	0.00	Billable:	Yes ▼	
Rate of wages:	0.00	Rate charged:	0.00	
OT wage prorating:	0.00	OT charge prorating:	0.00	

Notes:

- Modifying any of these factors only alters the values for the specific task assignments
 selected. The original source for these various proratings and rates are not affected and future
 time entries entered against the task assignments will continue to use the original values. To
 modify cost factors for future time entries, use the Budgeted Time & Costs view.
- To display the tasks linked to Microsoft Project within the Task list, first select the project linked to Microsoft Project in the Project list and then check the 'View Task/Employee for existing time entries' box.
- Rate and Overtime (OT) information is only available to users with appropriate security rights.
- When Time Lockout is enabled, the attempt to edit multiple time entries that are locked down will
 only be permitted for users with the appropriate Security option enabled (Time Lockout Bulk
 Edit Override, page 191). Otherwise, only time that is 'unlocked' can be edited. Edits made to
 time entries that are locked are recorded in the Audit trail if the Audit Trail enabled.
- 6. Click **Apply** to update all existing time entries with the updated cost factors and then **Close**.

Tips:

- Cost and rate details can be hidden from specific users by selecting the appropriate Cost Security options in the Security Groups view (page 190).
- Use the **Show/Hide column** * function to personalize what information is displayed in the Actual Time & Costs view's grid.
- Double click an item in the grid to see that item's properties

In DOVICO Timesheet, **Rates** are the hourly pay and billing rates assigned to employees. Rates are multiplied by employee hours to calculate client and company costs. If you are not concerned with client and company costs, then rates are not required.

The following describes how to (1) create rates, (2) edit rates, and (3) how to retroactively enter rates after the system has been used for a period of time.

If you are tracking both company and client costs, you should create two types of rates for each employee or category of employee within your organization:

1. Rate of wages (pay rate): The employee's hourly paid salary plus benefits used to calculate company costs. If you are using Rate of wages for payroll purposes, then the rate should not reflect benefits. If sending time entries to QuickBooks for payroll, see 'Notes' on next page.

Company cost = hours worked x rate of wages x overtime prorating

2. Rate charged (billing rate): The employee's hourly charge out (billable) rate used to calculate client costs. If you are using rates for payroll purposes only or if you do not bill (or charge back) clients, then there is no need to create this type of rate.

Client cost = hours worked x task prorating x rate charged x overtime prorating

Rates are displayed in the Employees view as an optional selection. The Rates view is also the location where **Overtime Rates** are assigned to Rates.

Tip: You can apply the same pay or charge out rate to an entire project (project based rate) regardless of the assigned task or employee by using the Budgeted Time and Costs view's Budget Wizard (page 106).

Prerequisite:

Overtime Rates should first be created if you are paying employees, or charging clients, different rates when working overtime.

■ To add a new rate:



- located in the Rates & Billing section of the side navigation bar. 1. Click the **Rates** button
- 2. Click the **New** button on the toolbar.
- 3. Enter a unique **name** for the rate (up to 50 characters). As rates are usually created for either employees or categories of employees within your organization (John Smith, Mary Ford, Engineer, Senior Engineer, Project Manager), it is a good practice to clearly name each rate you create. For example 'Engineer Wage Rate' for Rate of wages and 'Engineer Charge Out Rate' for Rate charged.
- 4. Enter the Rate per hour amount. When editing a rate, a More button is displayed to offer more options. When creating a new rate, this button can be ignored. See page 115 for additional details on using the More button.
- 5. Click Save 🗖.

OPTIONAL INSTRUCTIONS:

- 6. Enter a **description** (up to 250 characters).
- 7. From the Available Overtime Rates list near the bottom of the screen, select the overtime rates that apply to this rate and click the Add button on the right-hand side.
- 8. Check the Flag for archive box if you want to remove this rate from the database the next time the Archive Database function is run.

9. Click **Save** ...

Once the rates are created, assign the appropriate rates to employees (page 38).

■ To edit a rate:

- 1. Select a **row** and **edit** information as needed.
- 2. If you edit the rate, a More button will appear. Click the button to select your update preferences (see 'More' below).

Note: When DOVICO Timesheet's Time Lockout is enabled, attempts to edit rates associated with existing time entries that fall within the lock out period will either be denied or further options will be made available for those individual with the appropriate security rights. Additional details can be found in 'More' (below).

- 3. Click **OK** after making your update selection. If you have selected **Replace last value only**, or Replace all values from, a message box will appear to advise that the change applied is permanent and cannot be undone. Click **OK** to continue or Cancel.
- 4. Click Save 🗾.

■ To apply rates after using the system for a period of time:

- 1. Enter the rates in the **Rates** view if they do not currently exist.
- 2. For each employee receiving the new rates, open that **employee's properties window** (using either the Project Assignments tab or the Items List tab in the Project Workspace) and select the new rates using the appropriate drop-down lists (Rate of wages and Rate charged).
 - a) For each modified rate, click the **More** button next to the rate field, a pop-up window opens.
 - b) Select the **Replace all values from** option.
 - c) Select a **date** that will span all previous time entries for this employee. This will apply the rate to all past and future timesheet entries.
 - d) Click OK.
 - e) Click Done.
- 3. Repeat step for other employees as required.

Notes:

- The number of rates displayed in the view is limited by the Paging setting (page 171). You may need to click the **paging** buttons or (at the top of the screen) to view additional record pages.
- When sending time entries to QuickBooks for payroll purposes, the rates applied to employees in DOVICO Timesheet are not transferred to QuickBooks. A different method is used to map pay rates to employee time entries for QuickBooks (page 260).

Tips:

- The term 'Rate' can also be **customized** to better fit your company's terminology.
- Additional tabs are available at the bottom of the rates view to add Notes, Phone Numbers and
- Use the **Show/Hide column** # function to personalize what information is displayed in the rate view's
- You can add fields to track extra rate information by using **Custom fields**
- Use the **Find** function to locate a specific rate by **name**.

'More' button for Rates

When a rate, task prorating or overtime prorating value is changed, or when an employee is assigned a new charge or pay rate, several options are available, via the More button, which determine what changes, if any, are made to future time entries (budgeted costs) and approved time entries (actual costs). The following describes how (1) future time entries are affected and (2) how approved entries can be modified.

Note that the terms 'estimated costs' and 'budgeted costs' are used interchangeably.

How edited rates affect future time entries (estimated costs):

When a rate is changed or when an employee is assigned a new rate, the new rate is automatically applied to all future time entries. There is one exception to this rule. If a rate for a specific task assignment was manually edited using the Budgeted Time & Costs view, then changes applied to the rate using the More button are not transferred to the manually edited task assignment rate.

The same rules apply when a task prorating is edited.

Note: Modifying overtime proratings does not alter budgeted costs as these are not used in calculating budgeted costs:

- Estimated company cost = (estimated hours + adjusted hours) x rate of wages 0
- Estimated client cost = (estimated hours + adjusted hours) x rate charged x task prorating

■ Options for editing rates on approved time entries (actual costs):

When a rate is changed or when an employee is assigned a new rate, a 'More' button appears next to the field. Clicking the More button offers 3 options, which determine what changes, if any, are made to approved time entries (actual costs) displayed in the Actual Time & Costs view and in various reports. The new rate is automatically applied to future time entries except where the rate was manually edited in the Budgeted Time & Costs view.

- **Do not replace existing values** (the default option when you do not click the More button): No changes are made to rates or proratings for approved time entries.
- Replace last value only:
 - For Rates and Overtime Rates: To replace the most recently used value for this rate in approved time entries with the new value.
 - For Employee view Rates: To replace the most recently used rate in approved time entries with the new rate.
 - For Task Proratings: To replace ALL proratings in approved time entries that exactly match the previous value.
- Replace all values from: To find and replace all rates or proratings, regardless of its previous value, in approved time entries, from (and including) the selected date.

When DOVICO Timesheet's Time Lockout is enabled, attempts to edit rates using either the 'Replace last value only' or the 'Replace all values from' option may be denied if any time entries associated with a locked out date range will be affected by editing the rate. If the user has the appropriate Security option enabled (Time Lockout - Bulk Edit Override, page 191), then the option to override the time lockout is made available (Override time in locked down period). When this override option is used, all edits are recorded in the Audit trail - if the Audit Trail is enabled.

The same rules apply when a task prorating or overtime prorating is edited.

Overtime Rates

DOVICO Timesheet uses **Overtime Rates** to establish a prorating (multiplier), which is then assigned to employee **Rate of Wages** and **Rate Charged hourly rates** (pay and charge out rates). Accordingly, when employees work overtime, they have the option to select an overtime rate from the time entry tool, and the appropriate client or company costs are calculated.

Company overtime cost = hours worked x rate of wages x **overtime prorating**Client overtime cost = billable hours worked x task prorating x rate charged x **overtime prorating**

For example, if an overtime rate called 'Time and $\frac{1}{2}$ ' is assigned to the Senior Analyst Rate Charged rate, then all employees who are assigned the Senior Analyst Rate Charged rate, are able to select the 'Time and $\frac{1}{2}$ ' rate when working overtime.

Example: Mary is assigned the Senior Analyst Rate Charged hourly rate (\$150/hour). This hourly rate has the 'Time and $\frac{1}{2}$ ' overtime rate (1.5) assigned to it. When Mary submits 2 overtime hours on a billable project, the client costs is calculated as \$150 x 1.5 x 2 hours = \$450.

- Overtime rates are not applied automatically. They must be manually selected by the employee tracking time.
- Overtime rates can be general (double time) and assigned to all rates or can be specific (ACME project weekend rate) and assigned to only one rate.
- Overtime rates are not required if your company does not track client or company costs or does not track overtime.

■ To add an overtime rate:



- 1. Click the **Overtime Rates** button navigation bar.
- 2. Click the **New** button on the toolbar.
- 3. Enter a unique **name** for the overtime rate (up to 50 characters). The name should clearly identify the rate since this rate is displayed (when applicable) in an Overtime drop-down list in the time entry screen.

located in the Rates & Billing section of the side

- 4. Enter the **prorating** multiplier for the overtime rate. By default, a prorating value of 1 is assigned to a new overtime rate. When editing a prorating, a **More** button is displayed to offer more options. When creating a new overtime rate, this button can be ignored. See page 115 for additional details on using the More button.
- 5. **(Optional)** Enter a **description** (up to 250 characters) a short narrative describing, for example, to which group the overtime rate applies.
- 6. **(Optional)** Check the **Flag for archive** box if you want to remove this overtime rate from the database the next time the Archive Database function is run.
- 7. Click **Save** .

This overtime rate must now be assigned to one or more rates using the Rates view.

Note: The number of overtime rates displayed in the view is limited by the **Paging** setting (page 171). You may need to click the **paging** buttons or (at the top of the screen) to view additional record pages.

Tips:

- You can add fields to track additional overtime rate information by using Custom fields
- Additional tabs are available at the bottom of the view to add Notes. Phone Numbers and Addresses.

Use the **Find** function to locate a specific overtime rate by **name**.

■ To edit an overtime rate:

- 1. Select a row and edit information as required.
- 2. If you edit the prorating rate, a More button is displayed. Click the button to select your update preferences.

Note: When Time Lockout is enabled, attempts to edit rates associated with existing time entries that fall within the lock out period will either be denied or further options will be made available for those individual with the appropriate security rights. Additional details can be found in 'More' (page 115).

- 3. Click **OK** after making your update selection. If you have selected **Replace last value only**, or Replace all values from, a message window is displayed warning that the change is permanent and cannot be undone. Click **OK** to continue or **Cancel**.
- 4. VERY IMPORTANT: Click Save 🗾.

Budgeted Expenses

Expenses can be a significant part of a project's total budget. DOVICO Timesheet uses **Budgeted Expenses** to provide a project manager with the ability to forecast (budget) expenses for a project. This permits the manager to compare budgeted and approved expenses throughout the project lifetime to determine whether or not a project's expenses are on budget.

The following describes how to add budgeted expenses for a project.

Prerequisites:

- The **projects** associated with expenses should first be established.
- If expenses can be grouped into logical categories (meals, rentals, etc), those **expense categories** should be created.
- To enter rate-based expenses such as mileage, rate-based expense categories must be created.

■ To add a budgeted expense:

- 1. Click the **Budgeted Expenses** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.
- 2. Select the **project** associated with the expense from the project drop-down list located at the top of the screen.
- 3. Click the **New** button on the toolbar.

The budgeted expenses window opens.

- 4. (Optional) Select an expense category.
- 5. Enter an **Amount** or **Quantity** for the budgeted expense. The Quantity field is only available if the expense category selected in step 4 has been set up as a rate-based expense category.
- 7. (Optional) Enter a description for the expense.
- 8. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new budgeted expense.

Note: The number of budgeted expense rows displayed in the view is limited by the **Paging** setting (page 171). You may need to click the **paging** buttons or (at the top of the screen) to view additional record pages.

Tips:

- To view or edit details for more than one budgeted expense, open an expense's properties window and use the **Next Record** button (or Previous) to move to the next item in the view. Clicking the Next (or Previous) button automatically saves any changes made.
- **Double click** an item in the grid to see that item's properties 2.
- Use the Show/Hide column function to personalize what information is displayed in the Budgeted Expenses view's grid.
- You can add fields to track extra budget expense information by using Custom fields <a>≦
- Use the Expense Category drop-down list at the top of the screen to filter a project's budgeted expenses by category.
- Additional tabs are available at the bottom of the budgeted expenses properties window to add Notes. Phone Numbers and Addresses.

Automated E-mail Notifications and Reports

A variety of e-mail notifications, alerts and reports can be configured to be automatically sent to employees and managers using the Job Scheduler.

Automated notices and alerts can be critical to business efficiencies when managers need to know when specific project time and cost targets have been reached, or when managers and employees are required to perform certain tasks such submitting or approving time and expenses.

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Using the Job Scheduler, regular database maintenance can also be configured (page 142).

E-mail Notifications and Alerts -Overview

The following summarizes the different types of e-mail notifications and alerts that can be sent to employees and managers.

Send e-mail to approving managers when time/expenses are awaiting their approval.

To help with getting time and expenses approved in a timely manner, you can setup notifications so the approving managers are sent an e-mail whenever time/expenses are awaiting their approval. Two options are available when you want managers to receive e-mails when they have time to approve.

- 1. Configure the software so that managers receive an **instant e-mail** for each submitted time or expense sheet. (page 42)
- 2. Configure the software to send **one periodic (batch) e-mail** containing summary information for all sheets awaiting their approval. (page 121)

E-mails are also sent to applicable approving managers when their status as **Alternate Approvers** is changed. (page 70)

Send e-mail to employees when time/expenses have been rejected by their manager.

When a manager rejects time or expenses submitted by employees, there is usually a need to have the issue quickly resolved. By instantly sending e-mails to the employees, which alert them to the rejected time/expenses, both parties (approving managers and employees) can resolve any problems in an effective manner. (page 42)

Send e-mail when established project alert targets for time or costs have been reached.

More than 20 project alerts can be configured to send e-mails when projects have reached predefined goal or target limits for time and/or costs. Some of the available triggers include being notified when:

Project has reached 'X' % of budgeted time (or costs) Project is over budget by 'X' number of hours (or costs) Project has exceeded 'X' number of hours (or costs)

Project Billable time has reached 'X' number of hours

and more... (page 130)

Send e-mail to employees detailing their **project assignments**.

Assignment notifications inform the selected users about the projects and tasks that are assigned to them. (page 122)

Send e-mail to **employees** when their **timesheet are incomplete** (under minimum hours).

Incomplete Timesheet Notifications alert the selected users when their timesheet is incomplete based on a specified number of hours. (page 124)

Send e-mail to managers when employee timesheets are incomplete.

The Manager Incomplete Timesheet Notification alerts managers when selected employees have not completed their timesheet. (page 126)

Send e-mail to employees notifying them that a time lockout period is approaching (page 128). Emails are also automatically generated when Time Lockout exceptions have been requested, approved or rejected. (page 89)

Time and Expenses Awaiting Approval Notifications

The Job Scheduler's **Time & Expenses Awaiting Approval Notification** feature provides the ability to schedule an e-mail notifying approving managers that they have time or expense sheets requiring their approval.

At the scheduled time, each approving manager receives an e-mail summarizing the time/expense sheets awaiting their specific approval. Managers can also receive an e-mail immediately after each employee submits a time/expense sheet. This Instant Notification option can be configured from the manager's employee profile (page 42).

Sample e-mail sent to approving managers

mployee	Sheet Name	Date Range
loyd, Rob	Timesheet for Boyd, Rob from 7/22/2010 to 7/28/2010	25/07/2010 - 25/07/2010
Cole, Natalie	Timesheet for Cole, Natalie from 7/22/2010 to 7/28/2010	25/07/2010 - 25/07/2010
Moore, Sarah	Timesheet for Moore, Sarah from 7/22/2010 to 7/28/2010	25/07/2010 - 25/07/2010

To create a time & expenses awaiting approval notification:

- 1. Click the **Job Scheduler** button located in the Tools section of the side navigation bar.
- 2. Select Notification from the drop-down list at the top left corner of the screen. If Notification was previously selected, then click the **New** button ³ on the toolbar.

The Job Scheduler window opens.

On the Data (Step 1) tab

- 3. Enter a **name** for this job (up to 100 characters).
- 4. **(Optional)** Enter a **description** (up to 250 characters).
- 5. Select **Time & Expenses Awaiting Approval** from the Notification Type drop-down list.
- 6. **Check** the boxes to notify the approving managers (selected in step 8) when they have either timesheets and/or expense sheets to approve.
- 7. (Optional) Modify the text shown in the e-mail by clicking on the Change Notification Text... link (page 145).

On the Recipients (Step 2) tab

8. From the Managers available list box, select the **managers** that are **to be notified** and move them to the Managers selected list box using the **Move** button ______.

Note: The Managers available list includes all employees with valid e-mail addresses and with access to administrative views (assigned to 'All' in the employee properties Software access field).

On the SMTP (Step 3) tab

9. Verify (or enter) the SMTP server, the SMTP port and Reply address information. Optionally check the Use SMTP Authentication box for secure SMTP communications. The default information displayed is established in the Database Options view's **Notifications** tab.

On the Schedule (Step 4) tab

- 10. Set the **Run** schedule properties.
 - Once: run once at a specified date and time
 - Daily: run once per day at a specified time
 - Weekly: run on one or more days of the week, at a specified time. Note: You may select more than one day from this drop-down list. Use this option to run jobs on weekdays only (e.g. run on Mon, Tue, Wed, Thu and Fri but exclude Sat and Sun).
 - Monthly: run once per month at a specified day and time

Note: If your local time is different than the time on the server where DOVICO Timesheet is installed, then the server time is displayed in parenthesis to the right of the time field.

11. Click **Done**. The notification job is now displayed in the Job Scheduler's list of jobs.

Note: All time fields in the Job Scheduler must use the 24 hour format; 23:00 instead of 11:00 PM.

Tip: It's a good practice to set automated job run times when the system demands are low (evenings, overnight or other non-peak times).

Assignment Notifications

The Job Scheduler's Assignment Notifications feature provides the ability to send e-mails to selected users detailing their project and task assignments. Employees only see their own assignments and only for the specified reporting date identified in the e-mail.

Prerequisite:

Assignment Notifications are generated based upon the Start and Finish dates for each task assignment as defined in the Budgeted Time & Costs view. These Start and Finish dates must be established - and maintained for the Assignment Notifications to be truly effective.

Sample e-mail sent to employees REPORTING PERIOD: From 01/08/2010 to 31/08/2010 Finish Date Project Start Date Dis-Programming Assessment 01/07/2010 01/09/2010 01/10/2010 Dis-Programming Process Validation 28/07/2010 Hal-Stormwater Management Concept Plans 28/06/2010 15/08/2010 Hal-Stormwater Management Initial Design 28/06/2010 01/08/2010 Hal-Stormwater Management Specifications 12/07/2010 15/08/2010 Hal-Stormwater Management Surveying 12/07/2010 15/08/2010

To create an assignment notification:

- 1. Click the **Job Scheduler** button located in the Tools section of the side navigation bar.
- 2. Select **Notification** from the drop-down list at the top left corner of the screen. If Notification was previously selected, then click the **New** button ³ on the toolbar.

The Job Scheduler window opens.

On the Data (Step 1) tab

- 3. Enter a **name** for this assignment notification job (up to 100 characters).
- 4. (Optional) Enter a description (up to 250 characters).
- 5. Select **Assignment Notification** from the Notification Type drop-down list.
- 6. Select a **Date Range** from the drop-down list.

The Date Range specifies which assignments are included in the e-mail based on each assignment's **start** and **finish** dates.

- Select For Current Day to include only those assignments whose start and finish dates include today.
- Select For Current Week to include only those assignments whose start and finish dates include one or more days for the current week (Sunday to Saturday).
- Select For Current Month to include only those assignments whose start and finish dates include one or more days for the current month.
- 7. (Optional) Modify the text shown in the e-mail by clicking on the Change Notification Text... link (page 145).

On the Recipients (Step 2) tab

8. From the Employees available list box, select the **employees** that are **to be notified** and move them to the Employees selected list using the **Move** button

Note: Only employees with e-mail addresses entered in their respective properties windows are displayed in the Employees available list box.

On the SMTP (Step 3) tab

9. Verify (or enter) the SMTP server, the SMTP port and Reply address information. Optionally check the **Use SMTP Authentication** box for secure SMTP communications. The default information displayed is established in the Database Options view's **Notifications** tab.

On the Schedule (Step 4) tab

- 10. Set the Run schedule properties.
 - Once: run once at a specified date and time
 - Daily: run once per day at a specified time
 - Weekly: run on one or more days of the week, at a specified time. Note: You may select more than one day from this drop-down list. Use this option to run jobs on weekdays only (e.g. run on Mon, Tue, Wed, Thu and Fri but exclude Sat and Sun).
 - Monthly: run once per month at a specified day and time

Note: If your local time is different than the time on the server where DOVICO Timesheet is installed, then the server time is displayed in parenthesis to the right of the time field.

11. Click **Done**. The notification job is now displayed in the Job Scheduler's list of jobs.

Employee Incomplete Timesheet Notifications

The Job Scheduler's **Employee Incomplete Timesheet Notification** feature provides the ability to send e-mails to users when their timesheets do not contain a specified minimum number of hours.

Sample e-mail sent to employees



■ To create an employee incomplete timesheet notification:

- 1. Click the **Job Scheduler** button located in the Tools section of the side navigation bar.
- 2. Select Notification from the drop-down list at the top left corner of the screen. If Notification was previously selected, then click the **New** button ³⁴ on the toolbar.

The Job Scheduler window opens.

On the Data (Step 1) tab

- 3. Enter a **name** for this job (up to 100 characters).
- 4. (Optional) Enter a description (up to 250 characters).
- 5. Select **Employee Incomplete Timesheet Notification** from the Notification Type drop-down
- 6. In the Warn if time is below field, enter the number of hours (for the range to be specified below) that will trigger an Employee Incomplete Timesheet notification. Example; 37.5 hours.
- 7. Using the Range of Days drop-down list, select the period against which the Job Scheduler will search for incomplete timesheets to be included in the notification.

Note: The date and time in which this scheduled job will be run (see 'Schedule - Step 4' on next page) should be considered when selecting the date range option, as this range will automatically advance for jobs scheduled to be run daily, weekly or monthly. For example, if you want notices to be sent every Monday to employees whose timesheets for the previous week are incomplete, you would select the Last Week date range option.

- Today
- Yesterday
- Current Week
- Last Week
- Current Two Weeks (This week and last week)
- Last Two Weeks
- Current Bi-Monthly
- Last Bi-Monthly
- Current Month
- Last Month
- Custom Range

The following settings apply for the Custom Range option:

Start days before scheduled time - The notification's starting date is set to 10 days prior to the report's scheduled time (as set in the Schedule tab).

Result: Under these settings, if the job is set to run on June 20, the notification will include 7 days of data beginning on June 10. That is, an e-mail will be sent to employees whose timesheets between June 10 and June 16 contain less than the number of hours set in the <u>Warn if time is below</u> field.

8. **(Optional)** Modify the text shown in the e-mail by clicking on the **Change Notification Text...** link (page 145).

On the Recipients (Step 2) tab

9. From the Employees available list box, select the **employees** that are **to be notified** and move them to the Employees selected list using the **Move** button

Note: Only employees with e-mail addresses entered in their respective properties windows are displayed in the Employees available list box.

On the SMTP (Step 3) tab

10. Verify (or enter) the **SMTP server**, the **SMTP port** and **Reply address** information. Optionally check the **Use SMTP Authentication** box for secure SMTP communications. The default information displayed is established in the Database Options view's **Notifications** tab.

On the Schedule (Step 4) tab

- 11. Set the **Run** schedule properties.
 - Once: run once at a specified date and time
 - **Daily**: run once per day at a specified time
 - **Weekly**: run on <u>one or more days</u> of the week, at a specified time. *Note:* You may select more than one day from this drop-down list. Use this option to run jobs on weekdays only (e.g. run on Mon, Tue, Wed, Thu and Fri but exclude Sat and Sun).
 - Monthly: run once per month at a specified day and time

Note: If your local time is different than the time on the server where DOVICO Timesheet is installed, then the server time is displayed in parenthesis to the right of the time field.

12. Click **Done**. The notification job is now displayed in the Job Scheduler's list of jobs.

Note: All time fields in the Job Scheduler must use the 24 hour format; 23:00 instead of 11:00 PM.

Tip: It's a good practice to set automated job run times when the system demands are low (evenings, overnight or other non-peak times).

Manager Incomplete Timesheet Notifications

The Job Scheduler's Manager Incomplete Timesheet Notification feature provides the ability to send emails to managers listing employees who do not have a specified minimum number of hours.

Sample e-mail sent to managers

The following Employees may have incomplete timesheets for the following date range: 23/07/2010 - 29/07/2010

Employee	Submitted Hours	Unsubmitted/Rejected Hours	Expected Hours	Hours Missing
Boyd, Rob	31.00	7.50	37.50	6.50
Cole, Natalie	31.75	7.93	37.50	5.75
Harris, Tyler	28.00	0.00	37.50	9.50
Martinez, Brandon	28.00	0.00	37.50	9.50
Moore, Sarah	23.25	10.58	37.50	14.25
Walker, Jasmine	23.00	0.00	37.50	14.50

■ To create a manager incomplete timesheet notification:

- located in the Tools section of the side navigation bar. 1. Click the **Job Scheduler** button
- 2. Select Notification from the drop-down list at the top left corner of the screen. If Notification was previously selected, then click the **New** button ³ on the toolbar.

The Job Scheduler window opens.

On the Data (Step 1) tab

- 3. Enter a **name** for this job (up to 100 characters).
- 4. (Optional) Enter a description (up to 250 characters).
- 5. Select Manager Incomplete Timesheet Notification from the Notification Type drop-down list.
- 6. In the Warn if time is below field, enter the number of hours (for the range to be specified below) that will trigger a Manager Incomplete Timesheet notification. Example; 37.5 hours.
- 7. Using the Range of Days drop-down list, select the period against which the Job Scheduler will search for incomplete timesheets to be included in the notification.

Note: The date and time in which this scheduled job will be run (see 'Schedule - Step 4' on next page) should be considered when selecting the date range option, as this range will automatically advance for jobs scheduled to be run daily, weekly or monthly. For example, if you want a weekly Monday e-mail notifying you of all incomplete timesheets for the previous week, you would select the Last Week date range option.

- Today
- Yesterday
- Current Week
- Last Week
- Current Two Weeks (This week and last week)
- Last Two Weeks
- Current Bi-Monthly
- Last Bi-Monthly
- Current Month
- Last Month
- Custom Range

The following settings apply for the Custom Range option:

Report for a total of ⁷ **days** - The notification will include information for 7 consecutive days.

Start 10 days before scheduled time - The notification's starting date is set to 10 days prior to the job's scheduled time (as set in the Schedule tab).

Result: Under these settings, if the job is set to run on June 20, the notification will include 7 days of data beginning on June 10. That is, the e-mail will list all employee timesheets between June 10 and June 16 that contain less than the number of hours set in Warn if time is below field.

- 8. Select the **Employees** on which to report.
- 9. **(Optional)** Modify the text shown in the e-mail by clicking on the **Change Notification Text...** link (page 145).

On the Recipients (Step 2) tab

10. From the Managers available list box, select the **managers** that are **to be notified** and move them to the Managers selected list box using the **Move** button . The Managers available list includes all employees with valid e-mail addresses and with access to administrative views (assigned to 'All' in the employee properties Software access field).

On the SMTP (Step 3) tab

11. Verify (or enter) the **SMTP server**, the **SMTP port** and **Reply address** information. Optionally check the **Use SMTP Authentication** box for secure SMTP communications. The default information displayed is established in the Database Options view's **Notifications** tab.

On the Schedule (Step 4) tab

- 12. Set the **Run** schedule properties.
 - Once: run once at a specified date and time
 - **Daily**: run once per day at a specified time
 - Weekly: run on <u>one or more days</u> of the week, at a specified time. *Note:* You may select
 more than one day from this drop-down list. Use this option to run jobs on weekdays only
 (e.g. run on Mon, Tue, Wed, Thu and Fri but exclude Sat and Sun).
 - Monthly: run once per month at a specified day and time

Note: If your local time is different than the time on the server where DOVICO Timesheet is installed, then the server time is displayed in parenthesis to the right of the time field.

13. Click **Done**. The notification job is now displayed in the Job Scheduler's list of jobs.

Note: All time fields in the Job Scheduler must use the 24 hour format; 23:00 instead of 11:00 PM.

Tip: It's a good practice to set automated job run times when the system demands are low (evenings, overnight or other non-peak times).

Time Lockout Period Notification

The Job Scheduler's Time Lockout Period Notification feature provides the ability to send e-mails to users when a Time Lockout end date is approaching.

Sample e-mail sent to employees

Your current time lockout period will close in 5 days.

Please ensure all time is entered and submitted before day end on Sunday, April 11, 2010.

■ To create a time lockout period notification:

- 1. Click the **Job Scheduler** button **Job Scheduler** button located in the Tools section of the side navigation bar.
- 2. Select **Notification** from the drop-down list at the top left corner of the screen.

The Job Scheduler window opens.

On the Data (Step 1) tab

- 3. Enter a **name** for this job (up to 100 characters).
- 4. (Optional) Enter a description (up to 250 characters).
- 5. Select **Lockout Period Notification** from the Notification Type drop-down list.
- 6. Select the number of days the e-mail is sent before the Lockout date arrives. For example: if the lockout is set for the 30th of the month, setting a 5 day notice means that the notification will be sent on the 25th.
- 7. (Optional) Modify the text shown in the e-mail by clicking on the Change Notification Text... link (page 145).

On the Recipients (Step 2) tab

8. From the Employees available list box, select the **employees** that are **to be notified** and move them to the Employees selected list using the **Move** button ______.

Note: All employees with e-mail addresses entered in their respective properties windows are displayed in the Employees available list box.

On the SMTP (Step 3) tab

9. Verify (or enter) the SMTP server, the SMTP port and Reply address information. Optionally check the Use SMTP Authentication box for secure SMTP communications. The default information displayed is established in the Database Options view's **Notifications** tab.

On the Schedule (Step 4) tab

10. Set the **Run** schedule properties.

Warning: When notifying employees about recurring period lockouts (weekly, bi-weekly, etc), we recommend that the Daily run option be used. Other run options may not coincide with recurring lockout periods.

- Once: run once at a specified date and time
- Daily: run once per day at a specified time
- Weekly: run on one or more days of the week, at a specified time. Note: You may select more than one day from this drop-down list. Use this option to run jobs on weekdays only (e.g. run on Mon, Tue, Wed, Thu and Fri but exclude Sat and Sun).

Monthly: run once per month at a specified day and time

Note: If your local time is different than the time on the server where DOVICO Timesheet is installed, then the server time is displayed in parenthesis to the right of the time field..

11. Click **Done**. The notification job is now displayed in the Job Scheduler's list of jobs.

Note: All time fields in the Job Scheduler must use the 24 hour format; 23:00 instead of 11:00 PM.

Tip: It's a good practice to set automated job run times when the system demands are low (evenings, overnight or other non-peak times).

Project Alerts

DOVICO Timesheet's **Project Alerts** allow a project manager to set specific time, cost or expense targets for projects, and automatically receive notices by e-mail when targets have been reached.

Forewarned is forearmed

By creating project alerts, selected employees can be automatically notified whenever a project's critical success factors are being threatened (on time, on budget, within costs). With project alert notices being sent by e-mail, there is no need to have DOVICO Timesheet continuously open and there is no need to periodically scan individual project details to determine what, if anything, is at risk. Project alert limits can be scheduled to be checked on a daily, weekly or monthly basis.

Project Alerts can be based on hours, company costs, client costs, expenses, billable/non-billable time and in any combination. The use of 'intelligent' re-triggering means that if a project's budget is modified, applicable alert rules are automatically adjusted to meet the new targets.

"Those who know that something is coming are better prepared to face it than those who do not know."

Example Project Alerts:

When a project has reached 90% of budgeted hours

When a project's total time reaches 1000 hours

When the total company costs for a project reaches \$25,000

When the client costs for a project reaches 80% of the budgeted client cost

When non-billable time for a project reaches 25% of the total time spent on the project

When project expenses exceed \$1,000

The following describes how to create a Project Alert job. Details on each of the available rules are found in Project Alert rule details, (page 133)

Structure

- Alert Job
 - Project(s)
 - Alert Rule(s)
 - E-Mail Recipient(s)
 - Scheduled Run Time

Project alert jobs can be as simple as one rule for one project, or can have multiple projects and multiple rules.

Example:

Project Alert Job #1

Project A

Notify when Actual hours reach 1000 hours

Project Alert Job #2

Project A, B, C and E

Notify when at 90% of budgeted time

Notify when Client Cost is \$200 from budget

Notes:

- Project Alert rules are only triggered on approved time and expense entry data. Time and expenses not submitted or yet to be approved are excluded.
- Alerts are based on project time and costs. Alerts cannot be created for specific tasks, employees, task groups, teams, etc.
- Trigger levels are only checked against the database at the alert job's next scheduled run time (daily, weekly, monthly). That is, e-mails are not sent immediately after a trigger level has been reached. If a certain level is triggered on a Monday and the job is scheduled to run every Friday, then the notification e-mail will only be sent on the following Friday.
- Expense related alerts are calculated using company expense costs and not client expense costs.

■ To create a project alert:

- located in the Tools section of the side navigation bar. 1. Click the **Job Scheduler** button
- 2. Select Notification from the drop-down list at the top left corner of the screen. If Notification was previously selected, then click the **New** button **4** on the toolbar.

The Job Scheduler window opens.

On the **Data (Step 1)** tab

- 3. Enter a **name** for this job (up to 100 characters).
- 4. **(Optional)** Enter a **description** (up to 250 characters).
- 5. Select **Project Alerts** from the Notification Type drop-down list.
- 6. Select one or more **projects** for which this alert will apply.
- 7. Click the **Add** button to create the alert **rule** for the job. An Alert Rule window opens.
- 8. Using the **Notify when** drop-down list, **select a rule** and **enter/check** the appropriate trigger levels and options. See page 133 for detailed explanation of available rules.
- 9. Click **OK** to close the Alert Rule window.
- 10. (Optional) Click the Add button again to create additional rules for this job.
- 11. (Optional) To modify an existing alert rule, select the rule and click the Edit button.
- 12. (Optional) Modify the text shown in the e-mail by clicking on the Change Notification Text... link. See page 145 for details on editing the e-mail text.

Note: When multiple rules are created for one project alert job (step 10 above) and more than one rule has been reached at the job's Run time, then only one e-mail is sent containing the relevant information on all the triggered rules.

On the Recipients (Step 2) tab

13. From the Employees available list box, select the **employees** that are **to be notified** and move them to the Employees selected list box using the **Move** button

Note: Only employees with e-mail addresses entered in their property windows are displayed in the lists.

On the SMTP (Step 3) tab

14. Verify (or enter) the SMTP server, the SMTP port and Reply address information. Optionally check the Use SMTP Authentication box for secure SMTP communications. The default information displayed is established in the Database Options view's Notifications tab.

On the **Schedule (Step 4)** tab

- 15. Set the **Run** schedule properties.
 - Once: run once at a specified date and time
 - Daily: run once per day at a specified time
 - Weekly: run on one or more days of the week, at a specified time. Note: You may select more than one day from this drop-down list. Use this option to run jobs on weekdays only (e.g. run on Mon, Tue, Wed, Thu and Fri but exclude Sat and Sun).
 - Monthly: run once per month at a specified day and time

Note: If your local time is different than the time on the server where DOVICO Timesheet is installed, then the server time is displayed in parenthesis to the right of the time field.

16. Click **Done**. The Project Alert notification job is now displayed in the Job Scheduler's list of jobs.

Project Alerts and Retriggering

As a general rule, an alert e-mail is sent only once. This stops an e-mail from being repeatedly sent once the trigger has been reached. However if the trigger levels are manually modified (by editing the '%' or 'cost' fields in the rule), then the trigger is reset and an e-mail is sent when the trigger level is reached.

There are circumstances when the alert's trigger is reset automatically. These situations can occur when changes are made to budgets, actuals or any of the criteria that is used in the alert's calculation. When these changes cause the new calculation to be **below** the already triggered alert's targets, then an e-mail will be sent the next time the calculation exceeds the alert target.

Example:

A project alert is established to report when the project's actual hours have reached 75% of budgeted hours. At some point, the alert is triggered and an e-mail is sent.

The following Project Alert limits have been reached.

ACME-Web Design: Actual Hours have reached 75.00 % of budgeted hours.

Actual Hours: 282.00 Budgeted Hours: 360.00

The project manager decides to increase the project's scope and deliverables, and adds 100 hours to the budget. The new actual vs. budget calculation (282/460) is now below the 75% trigger level. As actual hours continue to grow against the project, the alert will be re-sent whenever the calculation reaches 75%.

Notes:

- As with the budgeted hours example described above, alerts may also be retriggered if actual hours, company costs, client costs, etc.. are edited in such a manner as to cause the calculation to be below the previously triggered event.
- For an automatic retrigger to successfully occur, the alert must go through at least one of its scheduled run times (Step 15 in the previous instructions) where the calculation remains below the alert's limit. This resets the alert's status flag.

<u>Example of how retriggering works</u>: An alert is scheduled to be run every Friday. Previously, the alert limit had been reached and the e-mail notification sent.

- Will retrigger if the budget is modified on Monday and the new value is reached any time after Friday.
- Will not retrigger if the budget is modified on Monday and the new value is reached by Thursday of the same week. This is because the alert did not go through one scheduled run time where the calculation was below the alert's limit.

Project Alert rule details

The following details each of the available notification rules when creating Project Alerts (page 130).

DOVICO Timesheet's Project Alerts allow a project manager to set specific time, cost or expense targets for projects and automatically receive e-mails when targets have been reached. Project Alerts can be established to trigger on absolute values or on a relative percentage of a budget. Trigger categories include: budgeted hours, total hours, client costs, company costs, billable time and non-billable time.

Summary of Project Alert Notifications

Actual Hours

Be notified when a project's hours reach a set number of hours, a percentage above or below budgeted hours or a set number of hours above/below budgeted hours.

Actual Hours + ETC (Estimate Time to Complete)

Warn when the sum of a project's actual and ETC hours reach a set number of hours, a percentage above or below budgeted hours or a set number of hours above/below budgeted hours.

Warn when a project's company cost reaches a set value, a percentage above or below budgeted costs or a set amount above/below budgeted costs.

Client Costs

Warn when a project's client cost reaches a set value, a percentage above or below budgeted costs or a set amount above or below budgeted costs.

Expenses

Warn when a project's expense cost (company expenses) reaches a set value.

Billable/Non-Billable Time

Warn when a project's billable/non-billable time reaches a set value or a percentage above the project's total time.

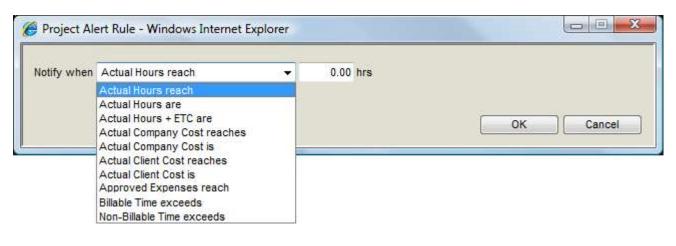
The following details each of the 24 available alert notification options. Because reviewing all the options can be lengthy, and their usefulness not always apparent, here is a short list of common monitoring usages, which may help you locate the particular rule required.

Common Uses

Notify when within 40 hours of reaching budgeted hours	Use Actual Hours are, Option #3, page 135
Notify when the total time already spent plus any remaining work is over budget	Use Actual Hours + ETC are, Option #4, page 136
Notify when the company costs for a project exceeds \$15,000	Use Actual Company Cost reaches, page 138
Notify when time goes over budget by 10%	Use Actual Hours are, Option #2, page 135
Notify when reaching 85% of budgeted hours	Use Actual Hours are, Option #1, page 135
Notify when a project's non-billable time is greater than 30% of the project's total time	Use Non-Billable Time exceeds, Option #1, page 140
Notify when company expenses are greater than \$22,500	Use Approved Expenses reach, page 138

Full List of Alert Notifications

Actual Hours reach ... page 134 Actual Hours are ... page 135 Actual Hours + ETC are ... page 136 Actual Company Cost reaches ... page 138 Actual Company Cost is ... page 137 Actual Client Cost reaches page 138 Actual Client Cost is ... page 139 Approved Expenses reach ... page 138 Billable Time exceeds ... page 140 Non-Billable Time exceeds page 140



Actual Hours reach ...

Used to monitor the number of actual hours (submitted and approved) for one or more projects.

For the selected projects, when actual hours are equal to (or greater than) a specified number of hours, an e-mail notification is sent to the selected recipients.

Sample Rule	Actual Hours reach 120.00 hours
Rule Trigger	At the next scheduled run time, this rule will be triggered if the project's total number of actual hours is equal or greater than 120 hours. Actual Hours ≥ 120.00
Sample E-mail content	ACME - Web Design: Actual Hours have reached 120 hours. Actual Hours: 130

Actual Hours are ...

Used to monitor actual hours against budgeted hours for one or more projects.

For the selected projects, when actual hours reach a defined quantity; either a specific number of budgeted hours or a percentage of the total budgeted hours, an e-mail notification is sent to the selected recipients.

Note: Budgeted hours are established using the Budgeted Time & Costs view (page 101).

Option 1: To be notified when a project's actual hours reach (equal or greater than) a specified percentage of the total budgeted hours.

Sample Rule	Actual Hours are 75.00% of Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if the total number of Actual hours has reached or exceeded 75% of the project's budgeted hours. (Actual Hours / Budgeted hours) ≥ 0.75
Sample E-mail content	ACME - Web Design: Actual Hours have reached 75% of budgeted hours. Actual Hours: 300 Budgeted Hours: 360

Option 2: To be notified when a project's actual hours exceed the total budgeted hours by a specified percentage.

Sample Rule	Actual Hours are 10.00% Over Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if the total number of actual hours is 10% (or more) above the project's budgeted hours. (Actual Hours / Budgeted hours) ≥ 1.10
Sample E-mail content	ACME - Web Design: Actual Hours have reached 10.00% over budgeted hours. Actual Hours: 420 Budgeted Hours: 360

Option 3: To be notified when actual hours are within (equal or less than) the budgeted hours by a specified number of hours.

Sample Rule	Actual Hours are 25.00 hours Under Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if the total number of actual hours is within 25 hours of the project's total budgeted hours. (Budgeted Hours - Actual Hours) ≤ 25.00
Sample E-mail content	ACME - Web Design: Actual Hours have reached 25 hours under budgeted hours. Actual Hours: 340 Budgeted Hours: 360

Option 4: To be notified when a project's actual hours exceed the total budgeted hours by a specified number of hours.

Sample Rule	Actual Hours are 15.00 hours Over Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if the total number of actual hours is 15 hours (or more) above the project's total budgeted hours. (Actual Hours - Budgeted hours) ≥ 15.00
Sample E-mail content	ACME - Web Design: Actual Hours have reached 15 hours over budgeted hours. Actual Hours: 390 Budgeted Hours: 360

Actual Hours + ETC are ...

Used to monitor actual + ETC hours against budgeted hours for one or more projects.

For the selected projects, when the sum of actual hours and ETC hours reach a defined quantity; either a specific number of hours or a percentage of the total budgeted hours, an e-mail notification is sent to the selected recipients.

Notes:

- Budgeted hours are established using the Budgeted Time & Costs view (page 101).
- ETCs values are entered by employees using the time entry tool.

Option 1: To be notified when the sum of a project's **actual and ETC hours reaches** (equal or greater than) a specified **percentage** of the total **budgeted hours**.

Sample Rule	Actual Hours + ETC are 90.00% of Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if the sum of actual and ETC hours has reached or exceeded 90% of the project's budgeted hours. $((Actual\ Hours\ +\ ETC)\ /\ Budgeted\ hours) \ge 0.90$
Sample E-mail content	ACME - Web Design: Actual Hours +ETC have reached 90% of budgeted hours. Actual Hours: 300 ETC: 40 Budgeted Hours: 360

Option 2: To be notified when the sum of a project's **actual and ETC hours exceeds** the total **budgeted hours** by a specified percentage.

Sample Rule	Actual Hours + ETC are 10.00% Over Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if the sum of the actual hours and ETC is 10% (or more) above the project's total budgeted hours. $((\text{Actual Hours} + \text{ETC}) / \text{Budgeted hours}) \geq 1.10$
⊠ Sample E-mail content	ACME - Web Design: Actual Hours +ETC have reached 10% over budgeted hours. Actual Hours: 340 ETC: 75 Budgeted Hours: 360

Option 3: To be notified when the sum of a project's **actual and ETC hours** is **within** (equal or less than) the total **budgeted hours** by a specified **number of hours**.

Sample Rule	Actual Hours + ETC are 10.00 hours Under Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if the sum of actual hours and ETC is within 10 hours of the project's total budgeted hours.
	(Budgeted Hours - (Actual Hours + ETC)) ≤ 10.00
⊠ Sample E-mail content	ACME - Web Design: Actual Hours + ETC have reached 10.00 hours under budgeted hours. Actual Hours: 300 ETC: 55 Budgeted Hours: 360

Option 4: To be notified when the sum of a project's **actual and ETC hours exceeds** the total **budgeted hours** by a specified **number of hours**.

Sample Rule	Actual Hours + ETC are 15.00 hours Over Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if the sum of actual hours and ETC is 15 hours (or more) above the project's total budgeted hours. ((Actual Hours + ETC) - Budgeted hours) ≥ 15.00
⊠ Sample E-mail content	ACME - Web Design: Actual Hours +ETC have reached 15.00 hours over budgeted hours. Actual Hours: 330 ETC: 50 Budgeted Hours: 360

Actual Company Cost is ...

Used to monitor actual company costs against budgeted company costs for one or more projects.

For the selected projects, when actual company costs reach a defined quantity; either a specific value or a percentage of the total budgeted company costs, an e-mail notification is sent to the selected recipients.

Notes:

- Actual company costs are calculated based on each approved time entry. See company cost calculation details (page 109).
- Budgeted company costs are established using the Budgeted Time & Costs view (page 101).

Option 1: To be notified when a project's **actual company cost reaches** (equal or greater than) a specified **percentage** of the total **budgeted company costs**.

Sample Rule	Actual Company Cost is 75.00% of Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if actual company costs have reached or exceeded 75% of the project's budgeted company costs. (Actual company costs / Budgeted company costs) ≥ 0.75
Sample E-mail content	ACME - Web Design: Actual Company Cost has reached 75.00% of budgeted company costs. Actual Company Cost: \$13,000 Budgeted Company Cost: \$15,000

Option 2: To be notified when a project's **actual company cost exceeds** the total **budgeted company cost** by a specified **percentage**.

Sample Rule	Actual Company Cost is 10.00% Over Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if actual company cost is 10% (or more) above the project's budgeted company cost. (Actual company costs / Budgeted company costs) ≥ 1.10
Sample E-mail content	ACME - Web Design: Actual Company Cost has reached 10.00% over budgeted company costs. Actual Company Cost: \$18,500 Budgeted Company Cost: \$15,000

Option 3: To be notified when the **actual Company cost** is **within** (equal or less than) the **budgeted company cost** by a specified value.

Sample Rule	Actual Company Cost is \$1,000 Under Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if actual company costs are within \$1,000 of the project's total Budgeted cost.
	(Budgeted company costs – Actual company costs) ≤ 1000.00
Sample E-mail content	ACME - Web Design: Actual Company Cost has reached \$1,000 under budgeted company costs. Actual Company Cost: \$14,500
	Budgeted Company Cost: \$15,000

Option 4: To be notified when a project's **actual company cost exceeds** the total **budgeted company cost** by a specified value.

Sample Rule	Actual Company Cost is \$1,500 Over Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if actual company costs are \$1,500 (or more) above the budgeted company costs.
	(Actual company costs - Budgeted company costs) \geq 1500.00
Sample E-mail	ACME - Web Design: Actual Company Cost has reached \$1,500 over budgeted
content	company costs.
	Actual Company Cost: \$16,750
	Budgeted Company Cost: \$15,000

Actual Company Cost reaches ...

Used to monitor actual company costs for one or more projects.

For the selected projects, when **actual company cost** is **equal to** (or greater than) a specified value, an e-mail notification is sent to the selected recipients.

Note: Actual company costs are calculated based on rates applied to each approved time entry. See company cost calculation details (page 109).

Sample Rule	Actual Company Cost reaches \$25,000
Rule Trigger	At the next scheduled run time, this rule will be triggered if the project's company costs are equal or greater than \$25,000. Actual company costs ≥ 25000.00
Sample E-mail content	ACME - Web Design: Actual Company Cost has reached \$25,000. Actual Company Cost: \$26,367

Actual Client Cost reaches ...

Used to monitor actual client costs for one or more projects.

For the selected projects, when **actual client cost** is **equal to** (or greater than) a specified value, an e-mail notification is sent to the selected recipients.

Note: Actual client costs are calculated based on rates applied to each approved time entry. See client cost calculation details (page 109).

Sample Rule	Actual Client Cost reaches \$30,000
Rule Trigger	At the next scheduled run time, this rule will be triggered if the project's client costs are equal or greater than \$30,000. Actual client costs ≥ 30000.00
Sample E-mail content	ACME - Web Design: Actual Client Cost has reached \$30,000 Actual Client Cost: \$32,100

Approved Expenses reach ...

Used to monitor approved company expenses for one or more projects.

For the selected projects, when **approved company expenses** are **equal to** (or greater than) a specified value, an e-mail notification is sent to the selected recipients. Note that there is no alert based on client expenses.

Sample Rule	Approved Expenses reach \$1,750
Rule Trigger	At the next scheduled run time, this rule will be triggered if the project's approved company expenses are equal or greater than \$1,750. Approved expenses ≥ 1750.00
Sample E-mail content	ACME - Web Design: Approved Expenses have reached \$1,750 Approved Expense: \$1,950

Actual Client Cost is ...

Used to monitor actual client costs against budgeted client costs for one or more projects.

For the selected projects, when actual client costs reach a defined quantity; either a specific value or percentage of the budgeted client costs, an e-mail notification is sent to the selected recipients.

Notes:

- Actual client costs are calculated based on each approved time entry. See client cost calculation details (page 109).
- Budgeted client costs are established using the Budgeted Time & Costs view (page 101).

Option 1: To be notified when a project's **actual client cost reaches** (equal or greater than) a specified **percentage of** the total **budgeted client costs**.

Sample Rule	Actual Client Cost is 75.00% of Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if actual client costs have reached or exceeded 75% of the project's budgeted client costs. (Actual client costs / Budgeted client costs) ≥ 0.75
Sample E-mail content	ACME - Web Design: Actual Client Cost has reached 75.00% of budgeted Client costs. Actual Client Cost: \$13,000 Budgeted Client Cost: \$15,000

Option 2: To be notified when a project's **actual client cost exceeds** the total **budgeted client cost** by a specified **percentage**.

Sample Rule	Actual Client Cost is 10.00% Over Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if the total actual client cost is 10% (or more) above the project's budgeted client cost.
	(Actual client costs / Budgeted client costs) ≥ 1.10
Sample E-mail content	ACME - Web Design: Actual Client Cost has reached 10.00% over budgeted Client costs.
	Actual Client Cost: \$18,500 Budgeted Client Cost: \$15,000

Option 3: To be notified when the **actual client cost** is **within** (equal or less than) the **budgeted client cost** by a specified value.

Sample Rule	Actual Client Cost is \$1,000 Under Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if the actual client cost are within \$1,000 of the project's total Budgeted cost.
	(Budgeted client costs – Actual client costs) ≤ 1000.00
Sample E-mail content	ACME - Web Design: Actual Client Cost has reached \$1,000 under budgeted Client costs.
	Actual Client Cost: \$14,500
	Budgeted Client Cost: \$15,100

Option 4: To be notified when a project's **actual client cost exceeds** the total **budgeted client cost** by a specified value.

Sample Rule	Actual Client Cost is \$1,500 Over Budget
Rule Trigger	At the next scheduled run time, this rule will be triggered if actual client costs are \$1,500 (or more) above the budgeted client costs.
	(Actual client costs - Budgeted client costs) ≥ 1500.00
Sample E-mail content	ACME - Web Design: Actual Client Cost has reached \$1,500 over budgeted Client costs.
	Actual Client Cost: \$16,750 Budgeted Client Cost: \$15,000

Billable Time exceeds ...

Used to monitor billable time for one or more projects.

For the selected projects, when billable time reaches a defined quantity; either a specific number of hours or a percentage of total time, an e-mail notification is sent to the selected recipients.

Option 1: To be notified when a project's billable time exceeds the total time by a specified percentage.

Sample Rule	Billable time exceeds 75.00% of Total time
Rule Trigger	At the next scheduled run time, this rule will be triggered if billable hours represent 75% (or more) of the project's total time. (Billable time / Total time) ≥ 0.75
Sample E-mail content	ACME - Web Design: Billable time has reached 75.00% of the Total time. Billable Time: 515 Total Time: 610

Option 2: To be notified when a project's billable time is equal to (or greater than) a specified number of hours.

Sample Rule	Billable time exceeds 300.00 hours
Rule Trigger	At the next scheduled run time, this rule will be triggered if a project's billable hours are equal or greater than 300 hours. Billable time ≥ 300.00
Sample E-mail content	ACME - Web Design: Billable time has reached 300 hours. Billable Time: 320

Non-Billable Time exceeds ...

Used to monitor non-billable time for one or more projects.

For the selected projects, when non-billable time reaches a defined quantity; either a specific number of hours or a percentage of the total time, an e-mail notification is sent to the selected recipients.

Option 1: To be notified when a project's non-billable time exceeds the total time by a specified percentage.

Sample Rule	Non-Billable time exceeds 30.00% of Total time
Rule Trigger	At the next scheduled run time, this rule will be triggered if non-billable hours represent 30% (or more) of the project's total time. (Non-Billable time / Total time) ≥ 0.30
Sample E-mail content	ACME - Web Design: Non-Billable time has reached 30.00% of the Total time. Non-Billable Time: 300 Total Time: 610

Option 2: To be notified when a project's non-billable time is equal to (or greater than) a specified number of hours.

Sample Rule	Non-Billable time exceeds 100.00 hours
Rule Trigger	At the next scheduled run time, this rule will be triggered if a project's non-billable hours are equal or greater than 100 hours. Non-Billable time ≥ 100.00
Sample E-mail content	ACME - Web Design: Non-Billable time has reached 100 hours. Non-Billable Time: 120

Custom E-mail Notifications

The Job Scheduler's **Custom E-mail Notification** feature provides the ability to send custom e-mails to the selected users.

To schedule a custom e-mail notification:

- 1. Click the **Job Scheduler** button located in the Tools section of the side navigation bar.
- 2. Select **Notification** from the drop-down list at the top left corner of the screen. If Notification was previously selected, then click the **New** button 4 on the toolbar.

The Job Scheduler window opens.

On the Data (Step 1) tab

- 3. Enter a **Name** for this job (up to 100 characters). This is the name that will appear in the e-mail's subject line.
- 4. (Optional) Enter a description (up to 250 characters).
- 5. Select **Custom Email Notification** from the Notification Type drop-down list.
- 6. Type the e-mail message in the Notification Text area. Use HTML tags, such as
 to add a line break, to properly format the message.

On the Recipients (Step 2) tab

7. From the Employees available list, select the **employees** that are **to be notified** and move them to the Employees selected list using the **Move** button

Note: Only employees with e-mail addresses entered in their property windows are displayed in the lists.

On the SMTP (Step 3) tab

8. Verify (or enter) the SMTP server, the SMTP port and Reply address information. Optionally check the Use SMTP Authentication box for secure SMTP communications. The default information displayed is established in the Database Options view's Notifications tab.

On the Schedule (Step 4) tab

- 9. Set the **Run** schedule properties.
 - Once: run once at a specified date and time
 - Daily: run once per day at a specified time
 - Weekly: run on one or more days of the week, at a specified time. Note: You may select more than one day from this drop-down list. Use this option to run jobs on weekdays only (e.g. run on Mon, Tue, Wed, Thu and Fri but exclude Sat and Sun).
 - **Monthly:** run once per month at a specified day and time

Note: If your local time is different than the time on the server where DOVICO Timesheet is installed. then the server time is displayed in parenthesis to the right of the time field.

10. Click **Done**. The notification job is now displayed in the Job Scheduler's list of jobs.

Tip: It's a good practice to set automated job run times when the system demands are low (evenings, overnight or other non-peak times).

Database Maintenance

The Job Scheduler's **Data Maintenance** feature provides the ability to create an automatic and scheduled Backup or Reindex of the database.

Note: The Database Maintenance option is not available with DOVICO Timesheet's Hosted Online solution.

■ To create a Data Maintenance job:

- 1. Click the **Job Scheduler** button located in the Tools section of the side navigation bar.
- 2. Select Data Maintenance from the drop-down list at the top left corner of the screen. If Data Maintenance was previously selected, then click the **New** button **1** on the toolbar.

The Job Scheduler window opens.

On the Data (Step 1) tab

- 3. Enter a **name** for this database maintenance job (up to 100 characters).
- 4. (**Optional**) Enter a **description** (up to 250 characters).
- 5. Select which Data Maintenance function to automate.
 - The **Reindex Database** option ensures that the database is properly indexed, which in turn enables DOVICO Timesheet to run faster.
 - The Backup Database option ensures that the selected database is backed up on a regular basis.

Enter the **destination folder path** where the database files are to be backed up. The backup can only occur on the local drive and not to a network or mapped drive.

On the Schedule (Step 2) tab

- 6. Set the **Run** schedule properties.
 - Once: run once at a specified date and time
 - Daily: run once per day at a specified time
 - Weekly: run on one or more days of the week, at a specified time. Note: You may select more than one day from this drop-down list. Use this option to run jobs on weekdays only (e.g. run on Mon, Tue, Wed, Thu and Fri but exclude Sat and Sun).
 - Monthly: run once per month at a specified day and time
- 7. Click **Done**. The database maintenance job is now displayed in the Job Scheduler's list of jobs.

Notes:

- When a database backup occurs, any users logged into DOVICO Timesheet are automatically logged off.
- All time fields in the Job Scheduler use the 24 hour format; 23:00 instead of 11:00 PM.
- For a Backup Database to be successfully performed, the database's mdf and ldf files must be located under the directory where DOVICO Timesheet is installed.

Tip: It is recommended that all database backup jobs be set to run during off-hours when the database is not being accessed.

Automatic Reporting

The Job Scheduler's **Automatic Reporting** feature provides the ability to have reports automatically created and e-mailed to employees and clients on a one-time or recurring basis. Reports can be e-mailed in PDF, Word, Excel, RTF or CSV formats.

■ To create an automatic reporting job:

- 1. Click the Job Scheduler button located in the Tools section of the side navigation bar.
- 2. Select Reporting from the drop-down list at the top left corner of the screen. If Reporting was previously selected, then click the **New** button on the toolbar.

The Job Scheduler window opens.

On the Data (Step 1) tab

- 3. Enter a **name** for this reporting job (up to 100 characters). This is the name displayed in the email's subject line.
- 4. (Optional) Enter a description (up to 250 characters).
- 5. To the right of the **Reports to be sent** list, click the **Add** button to add a report to the list.

Clicking the Add button launches a procedure similar to that used in the Reports Explorer view. Locate and double click on the report and select the reporting parameters as required.

Note: If the Filter by Date range option is used when selecting report parameters, this date range will automatically advance for reporting jobs scheduled to run daily, weekly or monthly. Example: If you select a 7 day range (Monday, May 1 to Sunday, May 7) using the Filter by Date Range option and you schedule the report to run weekly, the first weekly report will include data from May 1 to May 7, the next weekly report will include data from May 8 to May 14, etc.

- 6. When the report is displayed, select a **report format** in the Export format drop-down list (default PDF).
- 7. (Optional) When reports contain client or company costing information, options to hide the cost information in the final output are made available - at the top of the PDF viewer. Select whether to show/hide cost information from the report by selecting the applicable checkboxes. These options are made available for those occasions where the report is being e-mailed/distributed to individuals who should not have access to client or company cost information.
- 8. Click the **Add to report job** button located near the top of the print preview screen.

The report is now displayed in the list of Reports to be sent.

- 9. (Optional) You can remove, edit or preview any report displayed in the Reports to be sent list by clicking the appropriate buttons to the right of the list.
- 10. Add additional reports as required (step 5).
- 11. (Optional) Modify the text shown in the e-mail by clicking on the Change Notification Text... link (page 145).

On the Recipients (Step 2) tab

12. From the lists displayed on the left, select the **employees** or **clients** that will receive the e-mailed reports and move them to the Employees or Clients selected lists using the **Move** button

Note: Only employees and clients with e-mail addresses entered in their respective properties windows are displayed in the lists.

On the SMTP (Step 3) tab

13. Verify (or enter) the SMTP server, the SMTP port and Reply address information. Optionally check the Use SMTP Authentication box for secure SMTP communications. The default information displayed for these fields is established in the Database Options view's Notifications tab.

On the Schedule (Step 4) tab

- 14. Set the **Run** schedule properties.
 - Once: run once at a specified date and time
 - Daily: run once per day at a specified time
 - Weekly: run on one or more days of the week, at a specified time. Note: You may select more than one day from this drop-down list. Use this option to run jobs on weekdays only (e.g. run on Mon, Tue, Wed, Thu and Fri but exclude Sat and Sun).
 - Monthly: run once per month at a specified day and time

Note: If your local time is different than the time on the server where DOVICO Timesheet is installed, then the server time is displayed in parenthesis to the right of the time field.

Tip: It's a good practice to set automated job run times when the system demands are low (evenings, overnight or other non-peak times).

15. Click **Done**. The reporting job is now displayed in the Job Scheduler's list of jobs.

Note: All time fields in the Job Scheduler must use the 24 hour format; that is 23:00 instead of 11:00 PM.

Changing E-Mail/Notification Text

For most types of e-mail notifications, some changes can be made to the text displayed in the subject line or body of the e-mail. With this ability to apply modifications to all, or to only specific notifications, you can customize each e-mail to fit your requirements.

■ To change the text in a notification e-mail:

Changes can be applied to new or existing notifications created in the Job Scheduler, to notifications applied from the Employee properties window or to Time Lockout exception requests.

- 1. Locate the notification to modify and click the **Change Notification text** link.
- 2. Modify the text in the **Subject line** and in the **Body** as required. The tags used in the subject line and body cannot be edited. New tags cannot be added, but existing tags can be removed.
- 3. Click the **Preview** button to see the applied changes.

Notes:

- Project names, date ranges, data tables, etc displayed in the Preview may use demo data.
- Pressing the Restore Defaults button will remove all applied changes and restore the Subject line, Body text and tags to their default settings.
- Basic HTML formatting tags, such as
br> to add a line break, can be used to format the message.
- 4. The following options are not available for all e-mail notifications:

By default, the newly modified text will only be applied to this particular notification job. It can be applied to all additional and/or existing notification jobs by selecting either of the available checkboxes.

- Make this the default text for 'same type' notifications: Use this option to apply the text
 changes to all additional notification jobs of the same type. That is, if you are modifying a
 'Time Awaiting Approval' notification, then all additional 'Time Awaiting Approval' notification
 jobs will use this as the template.
- Make this the default text for all existing 'same type' notification jobs: Use this option to apply the text changes to all existing notification jobs of the same type.
- 5. Click the **Save** button to apply the changes.

Billing

Billing functionality in DOVICO Timesheet permits invoices to be created based on fixed costs or on actual time and expenses.

Functionality includes ability to review, edit and include/exclude individual entries from an invoice, add payments to invoices, and the ability to apply tax rates for time or expenses by client.

If using a different application to create invoices, DOVICO Timesheet includes QuickBooks Link: A built-in utility capable of sending time and expense entries to QuickBooks (page 252). For other applications, the Import/Export tool (page 278) is able to export time and expense entries from the DOVICO Timesheet database in character separated, fixed width, HTML or XML formats.

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Billing

The **Billing** view is used to create invoices and to add payments to invoices.

Invoices can be created based on actual time and expense entries or by fixed cost.

- When you create invoices for projects that are billed according to actual hours (or estimated hours), the invoice is prepared based on time and expense entries made by employees. Invoices can include all or selected time and expense entries.
- When you create invoices for projects that are billed according to a **fixed amount**, the invoice is prepared based on the total amount entered in the Projects view. You must include applicable taxes in the amount entered.

The following describes how to (1) create an invoice based on actual time and expenses, (2) how to create an invoice based on a fixed cost, (3) how to add (or edit) a payment against an invoice.

Prerequisite:

Before you can print an invoice for a project, that project must be associated to a client and that client must be associated with a **region** (for tax purposes).

■ To create an invoice based on actual time and expenses:

Prerequisite:

Before creating an invoice based on actual time and expenses, you must first make sure that the project's Billing by status (page 23) is set to Actual Hours or Estimated Hours. The 'Billing by' status is established in each project's properties window (page 22).

Note: Whether the Billing by status is set to Actual or Estimated hours, the invoice created is based on actual hours.

- 1. Click the **Billing** button
- in the Rates & Billing section on the side navigation bar.
- 2. Click the **New** button on the top toolbar.
- 3. Select the **project** from the drop-down list. Once you have selected the project, the text displayed next to the project name should indicate either 'The Project is billed by Actual Hours' or 'The Project is billed by Estimated Hours' depending on the project's billing status. If not, review the selected project's Billing by status.



- 4. Select the invoice date.
- 5. (Optionally) Enter an invoice number.
- 6. Select the invoice's **From** and **To** dates. These dates establish the period from which approved and billable time and expense entries are made available for invoicing.
- 7. Click the **Refresh** button to accumulate all time and expenses within the From and To dates.
- 8. Click the **Billable Time** tab to review, select or un-select the time entries to include in the invoice.
- 9. Click the Billable Expenses tab to review, select or un-select the expenses to include in the invoice.

Note: Time and expense entries not selected for invoicing are available if another invoice is created. However, once included in a posted invoice, they are no longer available for future invoicing.

Tip: Use the checkbox located to the left of the Date column to check or uncheck all items within the Billable Time tab.

Payments Billable Time Billable Expenses Custom Fields							
☑ Date	Name	Task	Rate	Duration	Cost		
√ 7/5/2010	Garcia, Margaret	Assessement	\$100.00	7.10	\$710.00		
7/6/2010	Brown, Andy	Assessement	\$300.00	3.70	\$1,110.00		
√ 7/7/2010	Allen, Nathan	Assessement	\$24.00	6.70	\$160.80		
7/12/2010	Zicker, William	Initial Design	\$100.00	4.00	\$400.00		
7/12/2010	Brown, Andy	Assessement	\$300.00	7.45	\$2,235.00		
7/12/2010	Thomas, Anthony	Assessement	\$300.00	8.50	\$2,550.00		
7/13/2010	Zicker William	Initial Design	\$100.00	4.50	\$450.00		

- 10. Click the **Update Owing** button to preview the amount to be invoiced (Amount owing).
- 11. Click Save 🗾.

Note: The Amount owing total is the sum of all time and expense costs that have been selected plus any taxes applicable to the client minus any payments made against the invoice. A client's tax rates are established in the region assigned to the client.

- 12. (Optional) Click the Description button to enter a short paragraph detailing the invoice, the contact person's name in the Attention box, or any additional information in the Extra 1 and Extra 2 boxes. Click OK.
- 13. Click **Post** to post the invoice.
- 14. Click the **Print** button to view and print the invoice.

Warning: If time or expense entries are modified or deleted after an invoice has been posted, these changes are reflected in the invoice.

Tip: Once an invoice has been posted, you cannot add any items to that invoice. However if additions are required, you can delete the original invoice and recreate it following the steps above.

■ To add an invoice based on a fixed amount:

Prerequisite:

- Before creating an invoice based on a fixed amount, you must first make sure that the project's Billing by status (page 23) is set to Fixed Cost.
- 1. Click the **Billing** button in the Rates & Billing section on the side navigation bar.
- 2. Click the **New** button on the top toolbar.
- 3. Select the **project** from the drop-down list. Once you have selected the project, the text displayed next to the project name should indicate: 'The Project is billed by Fixed Cost'. If not, review the selected project's Billing by status.



- 4. Select the invoice date.
- 5. (Optional) Enter an invoice number.
- 6. (Optional) Click the Description button to enter a short paragraph detailing the invoice, the contact person's name in the Attention box, or any additional information in the Extra 1 and Extra 2 boxes. Click OK.
- 7. Click the **Update Owing** button to review the Fixed Cost amount to be invoiced.

8. Click Save 🔙.

Note: The Amount owing total is the fixed cost entered for this project minus any payments made against this invoice. It does not include any taxes applicable to the client.

- 9. Click **Post** to post the invoice.
- 10. Click the **Print** button to view and print the invoice.

To add a payment for an invoice:

- 1. Select the **invoice** from the list.
- New at the bottom of the screen. 2. From the **Payments tab**, click the **New** button
- 3. Select the payment **date**.
- 4. Enter the amount paid.
- 5. Enter the check or other reference number in the **Check Number** box.
- Click OK.
- 7. Click the **Update Owing** button to recalculate the Amount owing value.

To edit a payment:

- 1. Select the **invoice** from the list.
- 2. From the **Payments tab**, select an existing **payment** and click the **Edit** button at the bottom of the screen. An Edit Payment window opens.
- 3. Edit as required and click **OK**.
- 4. Click the **Update Owing** button to recalculate the Amount owing value.

Notes:

- Your company name and mailing address displayed on invoices are retrieved from the data entered in the Database Options view's Company Profile tab.
- The client name and address displayed on the invoice is based on the information entered in the client's address tab (From the client properties window, click the Address tab and make certain there is only one address selected with Display = Yes).
- The number of invoices displayed in the view is limited by the **Paging** setting (page 171). You may need to click the **paging** buttons or (at the top of the screen) to view additional record pages.

Tips:

- You can adjust project cost information before an invoice is created by using the Actual Time & Costs and Approved Expenses views.
- Use the **Show/Hide column** \$\forall \text{function to personalize what information is displayed in the Billing view's
- You can add fields to track extra invoice information by using **Custom fields** ...
- Use the **Filter** function \forall to view only the invoices belonging to a specific project.
- Use the **Find** function to locate a specific invoice by **number**.

The **Regions** view is used to establish specific tax rates on labor and expenses for each region or place of business (country, state, province, county). When a region is specified for a client, tax rates entered in this view will apply when invoices are created. If client invoices are not created, there is no requirement to use the Regions view.

The regions created in this view are displayed as an optional selection when creating (or editing) a **client**.

■ To add a region:

- located in the Rates & Billing section of the side navigation bar. 1. Click the **Regions** button
- 2. Click the **New** button and on the toolbar.
- 3. Enter a unique **name** for the region (up to 50 characters).
- 4. Enter a **Tax on labor rate** (as a percentage). This tax is applied to billable time entries when an invoice is created.
- 5. Enter a **Tax on Expenses rate** (as a percentage). This tax is applied to billable expenses when an invoice is created.
- 6. Click Save 🗾.

OPTIONAL INSTRUCTIONS:

- 7. Enter a **description** (up to 250 characters).
- 8. Check the **Flag for archive** box if you want to remove this region from the database the next time the Archive Database function is run.
- 9. Click Save 📶.

Note: The number of regions displayed in the view is limited by the Paging setting (page 171). You may need to click the **paging** buttons or (at the top of the screen) to view additional record pages.

Tips:

- You can add fields to track extra region information by using Custom fields 2.
- Additional tabs are available at the bottom of the view to add Notes, Phone Numbers and Addresses.

Expenses

Expenses can be a significant part of company and project costs and if not properly managed, can be a significant contributing factor in a project's cost overruns.

DOVICO Timesheet's administrative expense utilities are used by managers and administrators to add expenses for projects, to review approved expenses submitted by employees, and other functionality useful in tracking, grouping and reporting on expenses.

Employees (end-users) use the Expense Entry screen to enter expenses (page 314). For information on entering **budgeted expenses**, go to page 118.

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See page 62 for information on setting **approval workflows** for expenses.

Approved Expenses

The **Approved Expenses** view lists all approved expenses that exist in the database. The view can be used to:

- Review approved expenses by employee, project or date
- Edit expense entries
- Flag expenses as reimbursed (paid)
- Reject expense sheets.
- Add expenses to an existing expense sheet

The Approved Expenses view



The expense sheets are displayed in the right side pane. By default, all expense sheets are 'collapsed' and clicking the arrow icon \(\bar{\chi} \) next to the sheet title expands the sheet to reveal the individual expenses within the sheet. Expense sheets are sorted by Start date with the oldest date at the bottom (reverse chronological).

Selecting an individual expense item and clicking the Properties toolbar button permits details to be modified.



Note: Expense sheets not submitted or submitted but not yet approved are not displayed in the Approved Expenses view.

■ To locate expenses:

The Approved Expenses view contains several filtering and sorting options to help locate a specific expense sheet or expense entry.

• When Approved Expenses is selected in the tree control on the left, the **Project**, **Employee** and **Date** filters are available at the top of the view. Use one or more of these to further narrow the list of expense sheets displayed. Also available is the **Sort by Employee** checkbox.



 The Search For box (at the far right) checks matching data in the following columns: Date, project name, employee name, expense category name, description, check number, reference number, purchase order number and sheet title. Do not enter wildcards as these are automatically used.

- Using the tree control in the left side pane, all expenses can be sorted by their 'reimbursement' status:
 - Clicking on **To be reimbursed** sdisplays all expense sheets that have not been flagged as 'reimbursed' and that contain at least one reimbursable expense. Expanding the tree displays all employees with expense sheets in this category.
 - Clicking on **Reimbursed** displays all expense sheets that have been flagged as reimbursed. Any submitted expense sheet that contains no reimbursable entries is automatically categorized as Reimbursed. Expanding the tree displays all employees with expense sheets in this category.

Notes:

- The Expense Sheet name convention is as follows; 'Last Name, First Name' 'Sheet title as entered by employee' on 'Client Abbreviation - Project Name' from 'Start Date' to 'Finish Date'.
- The number of expense sheets displayed is limited by the Paging setting (page 171). You may need to click the **paging** buttons or (at the top of the page) to view other record pages.

■ To edit an expense entry:

- 1. Locate and click on the expense entry to edit.
- 2. Click on the **Properties** button are on the toolbar. You can also double click the item or right click and select Properties.

The expense entry's properties pop-up window opens.

- 3. Edit any of the fields as required. Information on the available fields is detailed in the 'Add expense entry' instructions that follow.
- 4. Click Done.

Note: The project and employee associated with the expense entry cannot be modified.

■ To flag an expense sheet as reimbursed:

The 'To be reimbursed' and 'Reimbursed' status categories are for sorting and reporting purposes only. These do not affect whether or not expenses are displayed in other views and tools.

- 1. Click on **To be reimbursed** in the tree control on the left.
- Check ✓ one or more sheets to be marked as reimbursed.
- 3. Click the **Reimburse Expense** button son the toolbar.

In the pop-up window:

- 4. Select a date.
- 5. (Optional) Enter a Check or reference number. Note that this number is displayed to the employee who submitted the expense sheet.
- 6. Click OK.

The sheet will now be moved to the 'Reimbursed' section of the tree control.

Tip: Placing your mouse over an expense sheet's name will reveal information (as rollover text) about the sheet's reimbursement status.

■ To reject an expense sheet:

Only whole expense sheets can be rejected. Individual expenses within an expense sheet cannot be rejected. Please enter enough details in the reason box so that the employee can identify and correct the proper expense item(s).

- 1. Check ✓ the expense sheet to reject and click the **Reject** button 🛂 located on the toolbar.
- 2. Enter the reason for rejection. This reason is displayed to the employee who submitted the expense.
- 3. Click OK.

To add an expense entry to an existing sheet:

- 1. Locate and expand the expense sheet to which the new expense will be added.
- 2. Click the **New** button on the toolbar.

Note: The project and employee associated with the expense entry cannot be modified.

- 4. (Optional) Select an expense category.
- 5. (Optional) Enter a purchase order number.
- 6. (Optional) Enter a reference number.
- 7. Enter the **amount** or **quantity** for the expense. The quantity and cost per unit fields are only available if the expense category selected in step 4 has been set up as a rate-based expense category. Edit the **cost per unit** value if required.
- 8. If applicable, check the **Request reimbursement** option.
- 9. Check the **Billable** box if this expense is billable.
 - a. If billable, optionally enter a **markup** as a percentage.
 - b. If billable, optionally enter a **fixed** amount.
- 10. (Optional) Enter any applicable tax amounts in the Value Added Tax fields.
- 11. (Optional) Enter a description for the expense. This description is displayed on the Invoice used for billing.
- 12. Click Done.

Notes:

- Expenses entered in the Approved Expenses view will bypass all approval processes.
- The **default** setting displayed for the **Billable** checkbox changes depending on the project selected. The default setting for each project is configured at the project properties level.
- When the Billable box is checked, the expense entry is available for invoicing using the Billing view.

Tips:

- Use the **Show/Hide column** ** function to personalize what information is displayed in the Approved Expenses view's grid.
- You can add fields to track extra expense information by using **Custom fields**.
- You can review expense sheet details in a report by using the report button on the toolbar ¹/₂.
- Many of the toolbar functions described are also available by using your mouse's right click button.

Expense Categories

DOVICO Timesheet uses **Expense Categories** to group similar type expenses and to enter mileage - or other 'per unit' or 'rate-based' expenses. Once expense categories are created, employees entering expenses can use these categories to better describe or categorize their expenses. Travel, meals, accommodations, and vehicle rentals are commonly used expense categories.

The expense categories are displayed as an optional selection for managers or administrators using the Budgeted Expenses and Approved Expenses views, and are displayed to employees entering expenses from the Expense entry screen.

To add an expense category:

- 1. Click the **Expense Category** button located in the Advanced section of the side navigation
- 2. Click the **New** button 1 on the toolbar.

An Expense Categories window opens.

- 3. Enter a unique expense category **name** (up to 100 characters).
- 4. If the expense category is being created to track a rate-based expense such as mileage then:
 - a. Check the **Track as Quantity** checkbox.
 - b. Enter the value for each unit in the **Cost Per Unit** field. Example: 0.45 When editing a Cost per Unit value, a More button is displayed to offer more options (page 156). When creating a new expense category, this button can be ignored.
 - c. Enter a **description** for the **Unit**. Example: per mile

Using this example, when employees select this expense category from the expense entry tool, the number of miles entered are multiplied by 0.45 to calculate the total for this expense entry.

Notes:

- The Track as Quantity checkbox cannot be modified after the Expenses Category is created.
- The combined expense category name, cost per unit value and unit description will be displayed to employees in the expense entry view's Expense Category drop-down list: Travel Mileage (\$0.45 per mile).
- The term 'Quantity' can also be customized to better fit your company's terminology. (page 181)

OPTIONAL INSTRUCTIONS:

- 5. Enter a **description** for the expense category (up to 250 characters).
- 6. Check the Flag for archive box if you want to remove this expense category from the database the next time the Archive Database function is run.

Note: The number of expense categories displayed in the view is limited by the Paging setting (page 171). You may need to click the **paging** buttons or (at the top of the screen) to view additional record pages.

Tips:

- Use the **Show/Hide column** \$\foat{1}\$ function to personalize what information is displayed in the Expense Categories view's grid.
- You can add fields to track extra expense category information by using Custom fields ...

'More' button for changes to Cost per Unit

When an expense category's Cost per Unit value is changed (page 155), several options are available (via the **More** button), which determine what changes, if any, are applied to existing expense entries associated with the Expense Category.

How edited Cost per Unit values affect future expense entries:

When a Cost per Unit value is changed, the new value is automatically applied to all future expense entries using the Expense Category. The value is also applied to any applicable budgeted expenses.

Options for editing Cost per Unit values on approved expense entries:

When an expense category's Cost per Unit value is changed a 'More' button appears next to the field. Clicking the More button offers 3 options, which determine what changes, if any, are made to approved expense entries - associated with the Expense Category. The new value is automatically applied to future expense entries.

- Do not replace existing values (the default option when you do not click the More button): No changes are made to approved expense entries.
- Replace last value only: To replace the most recently used cost per unit value for this Expense Category in approved expenses with the new value.
- Replace all values from: To find and replace all values, regardless of its previous value, in approved expense entries, from (and including) the selected date.



Currencies

The **Currencies** view is used to add currency conversion data available when entering expenses.

To successfully enter currencies you will need to enter your company's standard currency with a value of 1.0. Each foreign currency you enter will be converted based on your company's standard currency.

Examples:

If your company's standard currency is US, the conversion rates will be approximately as shown below:

$$US = 1.000$$

 $EUR = 0.689$
 $CAD = 1.081$

If your company's standard currency is the Euro, the conversion rates will be approximately as shown below:

$$EUR = 1.000$$

 $US = 1.436$
 $CAD = 1.544$

Tip: One source of information to keep your currency conversion rates up to date is the online conversion tool http://www.xe.net/ucc/.

To add a currency:

- located in the Advanced section of the side navigation bar. 1. Click the **Currencies** button
- 2. Click the **New** button on the toolbar.
- 3. Enter a unique currency **name** (i.e. US, Euro, CAD, etc... up to 50 characters).
- 4. Enter a conversion rate.
- 5. Click Save .

OPTIONAL INSTRUCTIONS:

- 6. Enter a **description** (up to 250 characters).
- 7. Check the **Flag for archive** box if you want to remove this currency from the database the next time the Archive Database function is run.
- 8. Click Save 🗾.

Notes:

- Editing or deleting a currency or currency conversion rate does not modify any existing expense
- The number of currencies displayed in the view is limited by the **Paging** setting (page 171). You may need to click the **paging** buttons 🖭 or 🖭 (at the top of the screen) to view additional record pages.

Time and Attendance

Time and Attendance functionality in DOVICO Timesheet allows a manager or system administrator to create the policies that determine how much, and how fast, employees can accrue vacation, sick leave, and other leave.

The ability to create rules for each type of employee and type of leave, to reset accrual dates and totals, provides the necessary functionality regardless of the complexity required by your company to track time off. Using a built-in report, a manager can easily review information detailing how much time off has been accrued and how much has been taken for each employee.

For individual employees, they can review their personal information on how much vacation, sick leave, etc. they have accrued and how much they have taken via a report in the time & expense entry tool.

In Time and Attendance ...

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Leave/Absences Rules

The **Leave/Absences Rules** view allows a manager or system administrator to apply the policies that determine how much, and how fast, employees can accrue vacation, sick leave, and other leave. Each leave/absences rule consists of one or more sets of instructions (accrual rules). These leave/absences rules are then applied to employees.

An accrual rule can be based on actual time worked or based on elapsed time. Accrual rules permit employees and managers to see up-to-date accrued totals at any time.

The design flexibility of accrual rules permits simple and complex rules to be created. As a general statement, accrual rules are created for vacation and sick leave. Other uses include creating rules that accumulate leave for overtime, flextime, etc.

Accrual rules have 5 components that should be considered before any rule is created.

- 1. The frequency at which time is accrued: Accrue 1 hour for every week worked.
- 2. Whether time is accrued based on actual work or on elapsed time.
- 3. The task against which time is being accrued: Is time being accrued towards vacation, sick leave, flex time.
- 4. Whether time can be accrued against regular time, overtime, flex time, etc.
- 5. Any maximum level at which accruals should stop: Can only accrue 10 sick days per year.

As most companies base their vacation and sick leave policies on job descriptions or seniority, Leave/Absences rules are commonly created for each classification of employee.

Examples:

Senior Management Leave/Absences rule:

Accrue 20 vacation days per year

Accrue 1 sick day per month

Employed 1-2 years Leave/Absences rule:

Accrue 10 vacation days per year

Accrue 1 sick day per month

Accrue 1 vacation day for every 40 hours of overtime worked

Employed 3-5 years Leave/Absences rule:

Accrue 15 vacation days per year

Accrue 1 sick day per month

Prerequisites:

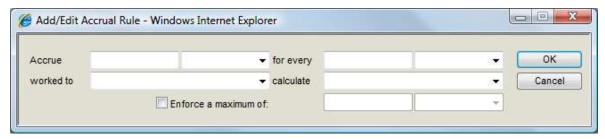
- Specific tasks for Leave/Absence rules (vacation, sick leave, etc) must be created. These specific tasks must be assigned to the Leave/Absences project and at least one employee must be assigned to each task.
- Accrual rules work in conjunction with the Leave/Absences project to track time against vacation, sick leave, holidays, etc. The Leave/Absences project cannot be deleted. The project can be renamed but should not be used for other purposes.

■ To add a new leave/absences rule:



- 1. Click the **Leave/Absences Rules** button navigation bar.
- 2. Click the **New** button.
- 3. Enter a unique leave/absences **name** (i.e. Senior Management rule, Employed 1-2 years rule, etc. up to 100 characters).
- 4. (Optional) Enter a description (up to 250 characters).

New 5. Click the **New** button located in the bottom part of the view.



- Enter the **details** in the Add/Edit Accrual Rule window:
 - Accrue: The number of days, hours or % of a day or hour, to be accrued after each period established in the 'for every' field has passed.

Examples:

Accrue 1 hour after every 20 hours worked

Accrue 1 hour after every 5 days worked

Accrue 1 day after every 20 days worked

Accrue 50 % (1/2 day) after every 30 days worked

Accrue 25 % (1/4 hour) after every 50 hours worked

For every: Establishes the period (frequency) at which the accrual is calculated.

Hours: the employee will accrue the number of days, hours or % of a day or hour established in the Accrue field after every **xx hour of actual work** performed against any task.

Days: the employee will accrue the number of days, hours or % of a day or hour established in the Accrue field after every **xx day of actual work** performed against any task. A day is defined as the number of working hours per day established in the employee profile.

Month: The employee will accrue the number of days or hours established in the Accrue field for every **xx month elapsed since the Accrual Start date** and not against actual work.

Years: The employee will accrue the number of days or hours established in the Accrue field for every xx year elapsed since the Accrual Start date and not against actual work.

Notes:

- Accrued time only occurs after the full period established in the 'for every' field has passed. For example, if the rule is set to accrue 1 hour for every 10 hours worked, you will not accrue 0.5 hour after 5 hours worked nor accrue 0.75 hour after 7.5 hours worked, etc. For this reason, you should be cautious when selecting lengthy accrual periods such as every 6 months, or every 1 year.
- When accruing by month or year, you cannot set the 'for every' field to a fraction of a month or year. For example, 0.5 months, 1.75 months or 0.25 years, etc are not permitted.
- The Accrual Start date is initially set to the date that the Leave/Absences rule is assigned to the employee. For example, Joe accrues 1 sick day every month; if Joe's sick leave accrual was assigned to him on July 20th, then he earns 1 sick day on August 20th, then another day on September 20th, and so on,. The accrual start date can be modified using the Additional tab in the employee's properties window.
- Worked to: The task against which the time will be accrued (accrue vacation, sick leave, flex time, etc). The list of tasks shown in this drop-down list includes all tasks assigned to the Leave/Absences project.
- Calculate: Available only when the 'for every' field is set to Hours or Days, this field determines the types of time entries that will use this accrual rule.

Regular Time Only: The accrual will only occur when time entries are entered as regular time. Overtime Only: The accrual will only occur if time entries are entered as client overtime or company overtime.

Both Regular time and Overtime: The accrual will only occur when time entries are entered as regular time, company overtime or client overtime.

Flex Time Only: The accrual will only occur when flex time is used. Look for Flex Time in the help file's Index tab for instructions on setting up the software so employees can bank time.

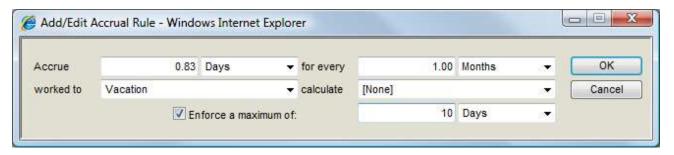
Both Regular Time and Flex time: The accrual will only occur when time entries are entered as regular time or flex time.

- Enforce a maximum of: Establishes the maximum number of hours or days that an employee can accrue.
- 7. Click OK.
- 8. Click Save 🗐.

The Accrual rule is now created and is available to be assigned to any or all employees by using the Additional tab in the Employee's properties window.

Example

The picture below shows a Vacation accrual rule permitting an employee to accrue 0.83 vacation days per month (10 days per year), to a maximum of 10 days.

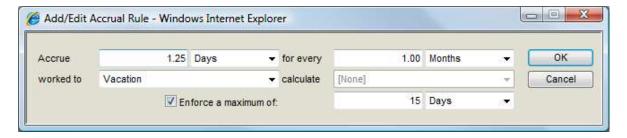


Note: The number of leave/absences rules displayed in the view is limited by the Paging setting (page 171). You may need to click the **paging** buttons or (at the top of the screen) to view additional record pages.

Tip: If your company does not permit unused leave to be carried over from year to year, the best way to reset all unused accrued time is to use the Update Employees Properties view.

■ To edit a leave/absences accrual rule:

- Select the Leave/Absences rule from the list at the top of the view.
- 2. Select an **accrual rule** from the list in the bottom pane.
- 3. Click the **Edit** button.



- 4. Edit the **details** for the Accrual Rule in the appropriate boxes (i.e. the picture above shows the Vacation accrual rule, shown previously, edited to reflect fifteen days vacation per year for an employee).
- 5. Click **OK**.
- 6. Click **Save** ...

Accrual Rule From date

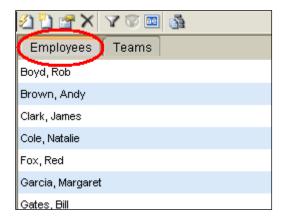
The **Accrue From date** is used to determine when the accrual calculation starts for a particular accrual rule. For example, if a rule starts on April 1, 2010, time recorded prior to this date will not be included in the calculation for available hours left (displayed in the Accrual Information box).

The default Accrue From Date for the rule is the day it was assigned to an employee. For example, if a rule is assigned to Juan on June 1, the Accrue From Date for Juan will be June 1. If the same rule is assigned to Mary on July 15, the Accrue From Date for Mary will be July 15.

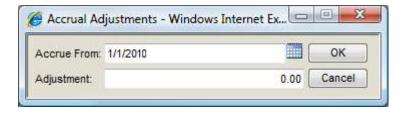
■ To change the start date for an accrual rule:

1. Click the **Project Assignments** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.

Verify that the Employees tab is selected in the employee list pane.



- 2. Select the employee.
- 3. Click the **Properties** button in the employee pane toolbar to open the properties window.
- 4. In the properties window, click the **Additional** tab located near the bottom of the window.
- 5. In the Accrual Information box, click the **rule** to modify to open the Accrual Adjustments window.
- 6. Edit the Accrue From date.
- 7. Click **OK** to close the Accrual Adjustments window.
- 8. Click Done.



Adjustment to an Accrual Rule

For any employee, an **adjustment** can be made to add, subtract or clear the number of hours in an accrual rule.

Example:

Joe accumulated 80 hours of vacation last year but only took 70. You have given him permission to carry over 10 hours into the new year starting January 1. You would therefore enter 10 in the Adjustment box for Joe and the Accrue From Date of January 1.

Notes:

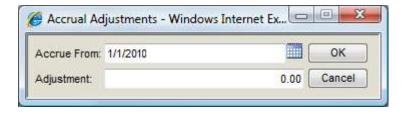
- Only 1 adjustment can be made per employee. If a second adjustment is required, then this adjustment should be the total of the previous and new adjustments. Example; Joe had a previous adjustment of 10 hours. His manager has granted him 5 additional hours so the new adjustment must be set to 15.
- When an adjustment is made, it does not change the rule for other employees.

■ To adjust an accrual rule:

 Click the **Project Assignments** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.

Verify that the Employees tab is selected in the employee list pane.

- 2. Select the **Employee**.
- 3. Click the **Properties** button in the employee pane toolbar to open the properties window.
- 4. In the properties window, click the **Additional** tab located near the bottom of the window.
- 5. In the Accrual Information box, click the **rule** to modify to open the Accrual Adjustments window.
- 6. Enter the amount of hours in the **Adjustment** box. **Note**: If a maximum number of hours has been established in the Leave/Absence accrual rule's properties, then any hours added using this Adjustment field will contribute toward reaching the maximum number of hours.
- 7. Click **OK** to close the Accrual Adjustments window.
- 8. Click Done.



Customizing and Options

DOVICO Timesheet permits users with appropriate security settings to modify some functionality, preferences or information throughout the system.

System changes include adding custom fields, modifying terminology, configuring the time and expense entry screens and other general system parameters.

In Customizing and Options ...

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Custom Field Templates

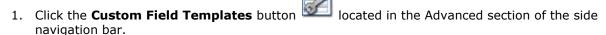
The **Custom Field Templates** view is used to create additional data fields permitting users to enter or track extra information when using the software. Custom data fields can be added to projects, tasks, etc and can be numeric, alphanumeric, dates and can be multiple choice.

Employees entering time or expenses can also use custom fields to enter additional information as needed. Example: An employee requires a field to enter a reference number when fixing a software bug, or an employee is required to select (from a list) a product name when tracking time on a support call.

One or more **custom fields** can be created for any of the following items; regions, clients, project groups, projects, task groups, tasks, teams, employees, rates, overtime rates, invoices (billable), expenses, budgeted expenses, expense categories and time entries.

The following describes how to (1) create a custom field, (2) how to limit the availability of some custom fields, and (3) how to enter basic information after the custom field has been created.

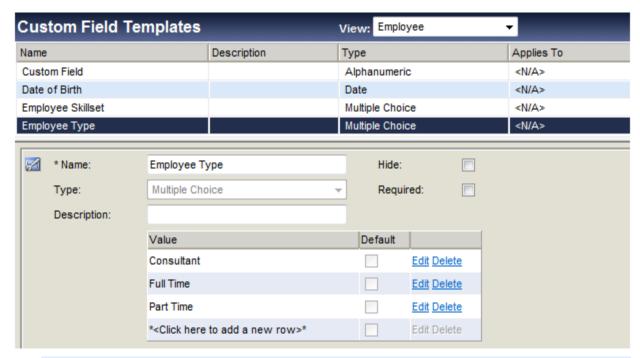
■ To create a custom field:



Using the View drop-down list near the top of the screen, select the view where the custom field will be added.

Notes:

- To add a custom field for time entries, select Time Entry.
- To add a custom field for expense entries, select Expenses.
- To add a custom field for project groups, task groups or teams, select Group in the View dropdown list.
- 3. Click the **New** button and on the toolbar.
- 4. Enter a unique custom field **name** (up to 50 characters). This is the name that identifies the custom field in the targeted view (step 2).
- 5. Select the type of data displayed in the custom field using the **Type** drop-down list. Available data types are Alphanumeric, Date, Multiple Choice, Numeric or Single Choice.

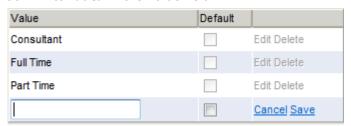


Note: Once a custom field has been added, the custom field Type (Date, Numeric, etc) can no longer be edited.

- 6. Enter a **description** for the custom field (up to 250 characters).
- 7. When specifying Alphanumeric, Date or Numeric in the Type drop-down list, you have the option to enter a **Default value** that appears in the new field.
- 8. When specifying Single Choice or Multiple Choice in the Type drop-down list, you must enter the values from which employees can choose when using this custom field.



- 8a. Click on the 'Click here to add a new row' text.
- 8b. Enter data in the Value field.



- (**Optional**) Check the **Default** box to make this data the default selection.
- 8d. Click on the text marked **Save** to the right of the default checkbox.
- 8e. Create as many additional values as required.
- 9. To make this custom field a required field, check the **Required** box.

10. (**Optional**) Check the **Hide** box to hide this custom field from data entry. This is useful when the Custom field is no longer required but the data must be kept.

Note: If both Required and Hide are selected, the Hide will overrule Required.

- 11. Click Save 🗾.
- 12. Repeat steps 3 to 11 as required.

Note: Reporting on Custom fields is accomplished through the Report Explorer. When you select a report, a report wizard is displayed. Check the Filter by Custom Field box to report on custom fields.

Tip: From most views, you can click the custom field icon located in the toolbar to directly access the Custom Field Templates view.

Using the Additional function

When Expenses or Time Entry are selected from the View drop-down list, the **Additional** tab allows you to create custom fields that only appear when specific tasks or expense categories are selected by the user.

For the **Time Entry** custom fields, use the Additional tab to have a custom field appear only when a specific task is selected by a user.

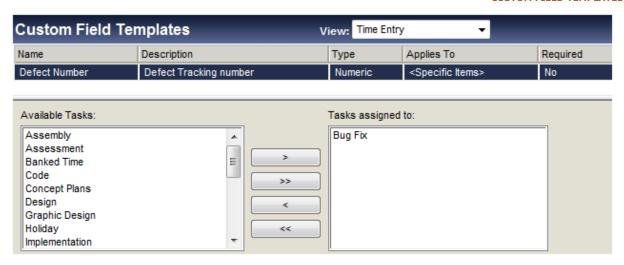
For **Expense** custom fields, use the Additional tab to have a custom field appear only when one or more specific expense categories are selected by a user.

■ To limit when certain custom fields are available:

- 1. Select either Time Entry (or Expenses) from the **View** drop-down list.
- 2. Select an existing custom field template from the list.
- 3. Click the **Additional tab** near the bottom of the screen.
- 4. From the list of available Tasks (or Expense Categories), select which items apply only to this custom field and click the arrow button > to move them to the assigned list on the right. By default, when a new custom field is created, all Tasks (or Expense Categories) are moved to the Assigned list box.
- Click Save .

The image on the following page shows a custom field called 'Defect number' created for time entry. Using the Additional tab, this custom field is setup to only appear when the Bug fix task is selected by the user.

For the end user adding a time entry, the Defect number field is only available when Bug fix is selected as the task.



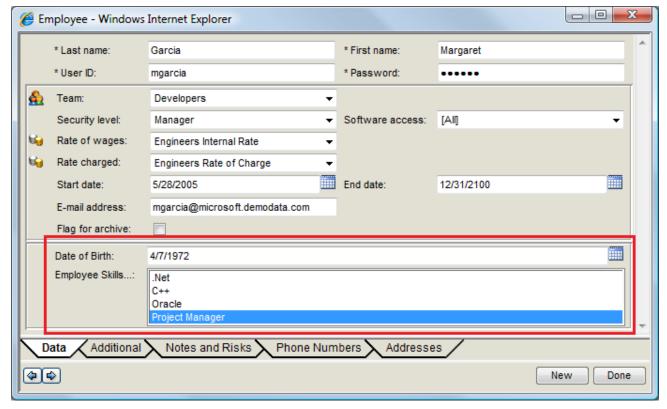
■ To enter custom field information:

All Custom Fields follow the same basic steps for entering field information. Only the view and type of item selected will change.

Example; entering data in a custom field created for Employee properties.

- 1. Custom fields (sorted alphabetically) are located at the bottom of the employee properties window. Required custom fields are displayed with an asterisk '*' next to the name. Enter your custom field information in these fields.
- 2. Click Done.

The image below shows where these custom fields are located (outlined in red).



Show/Hide Columns

The Show/Hide Columns function permits users to personalize certain views by showing, hiding or reordering specific columns.

■ To hide a column:

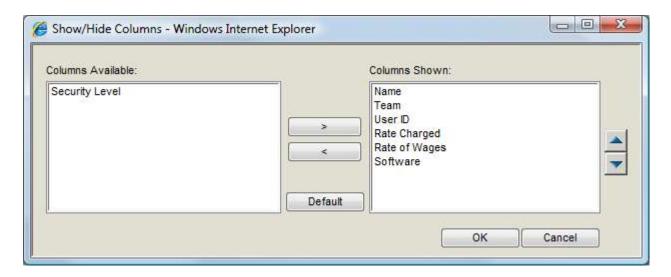
- 1. Click the **Show/Hide Column** button \P located in the view's toolbar.
- 2. From the Columns Shown list, select the column to hide and click the Remove button located between the lists.
- 3. Click OK.

■ To show a column:

- Click the Show/Hide Column button \(\frac{\pi}{\pi}\).
- 2. From the Columns Available list, select the column to show and click the Add button located between the lists.
- 3. Click OK.

■ To re-order columns:

- 1. Click the **Show/Hide Column** button \(\psi\).
- 2. In the **Columns Shown** list, select the column to move.
- ightharpoonup or **Down** ightharpoonup buttons to move the selected column to its new position (top = left 3. Use the **Up** most column).
- 4. Click OK.



Notes:

- Modifications made to views using this function are only applied for the specific user.
- Pressing the **Default** button restores the columns to their original configuration.

Options

Use the **Options** view to configure other preferences.

The following describes (1) how to modify the option to Assign Tasks when assigning Task groups, (2) how to change settings for Paging, and (3) how to modify the text that appears in the e-mails sent to alternate approving managers.

Assign tasks when assigning task groups:

Easily and quickly assign tasks to employees or teams by using task groups. When this option is checked, a task belonging to a task group is automatically assigned when the task group is assigned. For further control over project assignments, you can manually remove or add individual tasks to projects at any time from the **Project Assignments** view.

Use this option as follows:

Box checked (default): To automatically assign associated tasks when assigning task groups to projects. Box unchecked: If you do not want to assign associated tasks when assigning task groups to projects.

- 1. Click the **Options** button located in the Tools section of the side navigation bar.
- 2. **Check** (or **uncheck**) the 'Assign Tasks when assigning Task groups' box.
- 3. Click Apply when done.

Note: When a task is added to an existing task group, the option to update assignments is made available to the user

Paging:

By default, DOVICO Timesheet displays 100 records (items) per page in certain views. The previous 😉 or next buttons are used to view additional pages.

Use the Paging setting to modify how many records are displayed on each page. Modifications to this option does not alter the settings for other users.

Use this option as follows:

- 1. Click the **Options** button located in the Tools section of the side navigation bar.
- 2. Check the Specify items per page box and enter a **number of items** per page (minimum of 1). uncheck the Specify items per page box to remove all limits.
- 3. Click **Apply** when done.

Note: Paging is not used on all views.

Alternate Manager notifications

You can modify the text used in the e-mail notifications sent to alternate approving managers.

Use this option as follows:

1. Select which e-mail notification type to modify and click the **Change Notification Text** link.

- 2. Modify the text in the **Subject line** and in the **Body** as required. The tags used in the subject line and body cannot be edited. New tags cannot be added, but existing tags can be removed.
- 3. Click the **Preview** button to see the applied changes.

Notes:

- Employee names displayed in the Preview may use demo data.
- Pressing the Restore Defaults button will remove all applied changes and restore the Subject line, Body text and tags to their default settings.
- Basic HTML formatting tags, such as

br> to add a line break, can be used to format the message.
- By default, the newly modified text will only be applied to this particular notification job. It can be applied to all additional and/or existing notification jobs by selecting either of the available checkboxes.
 - Make this the default text for 'same type' notifications: Use this option to apply the text changes to all additional notification jobs of the same type. That is, if you are modifying an 'Out of Office' notification, then all additional 'Out of office' notification jobs will use this as the template.
 - Make this the default text for all existing 'same type' notification jobs: Use this option to apply the text changes to all existing notification jobs of the same type.
- 5. Click the **Save** button to apply the changes.

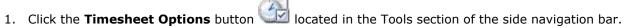
Timesheet Options

The **Timesheet Options** view permits modifications to the time and expense entry screens for each employee. Modifications are limited to showing or hiding certain data entry or information fields, and setting the default day that starts each week.

The following describes how to (1) configure some of the **time entry** data and information fields and how to (2) configure which data entry fields are displayed in the **expense entry** screen.

For most options in this view, you can configure an item to always be shown to the user, never be shown to the user or to allow the individual user to determine if the item is shown or not.

■ To modify time entry options:



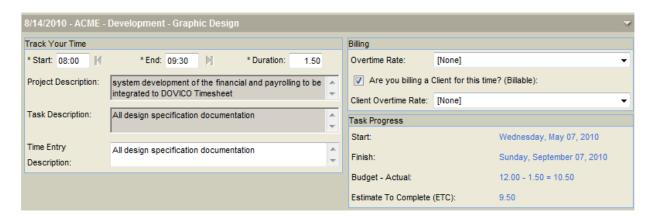
- 2. Click the **Timesheet** tab at the top of the screen.
- 3. Select the **employee** whose time entry options will be modified. To select more than one employee, hold the Ctrl key while making your selections.
- 4. For each time entry option, review or modify.
- 5. Click Apply.

Time entry options:

Note: Most data entry and information fields described below are displayed in the details area of the time entry screen. The details area is only displayed, at the bottom of the time entry view, when you click on any cell within the time entry grid.

- Start/End times: Show/hide the Start and End times in the details area.
- **Time Format**: Set the time entry format for the Start and End time fields in the details area. This option is only available if the Show Start/End times option (above) is 'on'.
 - o **Default** uses the server's regional setting
 - 12 Hour AM/PM option (1:30 PM)
 - o **24 Hour** option (military time, e.g. 13:30)
- **Project description**: Show/hide the project description in the details area. When hidden, the project description can still be viewed by mousing over the project name in the assignment tree or in the time entry grid.
- **Task description**: Show/hide the task description in the details area. When hidden, the task description can still be viewed by mousing over the task name in the assignment tree or in the time entry grid.
- **Time description**: Show/hide the time entry description field in the details area. The task description is used as the default entry for the 'Time Entry Description' field in the time entry tool, and can be modified by the employee for each time entry.
- **Billable**: Show/hide the billable checkbox in the details area.
- Client Overtime: Show/hide the Client Overtime Rate drop-down list in the details area.
- **Company Overtime**: Show/hide the Company Overtime Rate (Overtime Rate) drop-down list in the details area.
- Task Progress information: Show/hide the Task Progress information in the details area.
- **ETC column**: Show/hide the **ETC** column in the time entry grid.
- **Show Approval Paths**: Show/hide the Show Approval Paths button in both the Time and Expense Entry toolbars. When hidden, the approving manager's name is also hidden from the Sheet Status column in the expense entry tool's Submitted/Approved tab.

• **Start of week**: Select the default day of the week that starts each week. Employees are able to modify their Start of the week option regardless of the selection made in this view.



Notes:

- Use **Always shown** to always display the item in the time entry screen.
- Use **Always hidden** to never display the item in the time entry screen.
- Use **User configurable** to permit the employee to determine whether or not to show the item in the time entry screen.
- **Mixed** is displayed when no employees are selected or when multiple employees are selected and these do not have the same Shown/Hidden setting for the option.
- The time entry screen has a similar view (Options) permitting these and other personal options
 to be modified. However, when an item is selected as 'Always shown' or 'Always hidden' using
 this view (Timesheet Options), these items are not available for modification by the employee
 using the Options view.

■ To modify expense entry fields (columns):

- 1. Click the **Timesheet Options** button located in the Tools section of the side navigation bar.
- 2. Click the **Expense tab** at the top of the screen.
- 3. Select the **employee** whose expense data fields (columns) will be modified. To select more than one employee, hold the Ctrl key while making your selections.
- 4. Select one or more expense data fields:
 - **Expense Category**: Used to select a group for similar type expenses.
 - **Reference Number**: Used to enter a reference or other tracking number.
 - **Purchase Order**: Used to enter a purchase order or other tracking number.
 - Reimburse: Used to select if the expense is to be reimbursed to the employee.
 - **Billable**: Used to indicate if the expense is billable or not.
 - Markup %: A markup percentage added to the expense amount.
 - Fixed Amount: Used to enter a fixed amount, which is added to the expense amount.
 - Value Added Tax 1: Used to enter a tax rate used in expense reporting.
 - Value Added Tax 2: Used to enter a tax rate used in expense reporting.
 - Client Cost: Used to show the calculated client cost for the expense entry.
 - **Description**: Used to enter a description for the expense entry.
 - Non-required expense entry custom fields (if any).

5. For the selected fields, select either:

Always shown to always display the data entry field in the expense entry screen. **Always hidden** to never display the data entry field in the expense entry screen. User configurable to permit the employee to determine whether or not to show the data entry field in the expense entry screen.

Mixed is displayed when no employees or columns are selected or when multiple employees/columns are selected and these do not have the same Shown/Hidden setting for the option.

6. Click Apply.

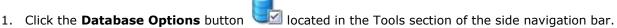
Notes:

- The expense entry view's Sheet Name, Project and Date fields are required fields and therefore are not available to be hidden from a user.
- The expense entry screen has a **show/hide columns** option permitting individual users to show or hide expense entry fields. However, when an item is selected as 'Always shown' or 'Always hidden' using this view (Timesheet Options), these items are not available for modification by the employee using the show/hide columns function.

Databases Options

Select the **Database Options** view to configure database preferences. Changes made using the Database Options are only applied to the open database. Companies using multiple databases will need to open and configure each database according to their requirements.

■ To set or edit database options:



2. Set or edit any of the following options:

From the **General Tab**

- Automatically create projects for each new client (page 177)
- Include client short name in project name (page 177)
- New tasks default to global (page 178)
- Time & Expense Approval view preference (page 178)
- Audit trail settings (page 178)
- New project defaults (page 179)

From the **Notifications Tabs**

- Default SMTP settings (page 180)
- Instant E-mail Notification defaults (page 180)

From the **Database Terminology** and **Other Terms Tabs**

Set or edit terminology used throughout the application (page 181)

From the **Company Profile Tab**

- Enter or edit company information used in reports (page 181)
- 3. Click Apply.

Note: You can also set personal preferences using Options (page 171).

Automatically create Projects for each new Client

The 'Automatically create Projects for each new Client' option generates a new project when a new client is created.

Box checked: DOVICO Timesheet will automatically create a new project for each new client added to the database. The project created uses the client name as the project name. Example; if a new client called Garland is created, then a project named Garland will appear under the client (Garland) in the Project Assignments view.

Box unchecked: (Default setting) With this option unchecked, projects must be created manually and assigned to a client.

To set your preference:



- 1. Click the **Database Options** button
- 2. Select the **General** tab.
- 3. In the Assignment Options area, check (or uncheck) the box labeled 'Automatically create Projects for each new Client'.
- 4. Click Apply.

Include Client short name in Project name

Use this option as follows:

Box checked: DOVICO Timesheet includes the client abbreviation (short name) with the project name in various views, reports and drop-down lists within the administrative functions (client abbreviation - project name). The project name is appended to the full client name for time entry and in the Project Assignments view.

Box unchecked: To exclude the client abbreviation from the project name in views and drop-down lists (Project Assignments view excluded).

■ To set your preference:



- 1. Click the **Database Options** button
- located in the Tools section of the side navigation bar.
- 2. Select the **General** tab.
- 3. In the Assignment Options area, check (or uncheck) the box labeled 'Include Client short name in Project name'.
- 4. Click Apply.

New tasks default to Global

Use this option as follows:

Box checked: To set tasks as Global whenever a new task is created. This option is useful for companies who usually don't make specific assignments of projects and tasks to employees (i.e. mostly assign all tasks to all employees). When a project has no assignments, global tasks are assigned to the project and all employees are assigned to the global tasks.

Box unchecked: To set tasks as Non Global whenever a new task is created.

To set your preference:



- located in the Tools section of the side navigation bar. 1. Click the **Database Options** button
- 2. Select the General tab.
- 3. In the Assignment Options area, check (or uncheck) the box labeled 'New Task default to Global'.
- 4. Click Apply.

Time & Expense Approval view preference

This option enables an additional pane in the Time & Expense Approval view. This additional pane is similar to the top pane, and displays all other entries that have already been approved or are under review.

To set your preference:

2. Select the **General** tab.



- 1. Click the **Database Options** button
- 3. In the Time & Expense Approval view area, check or uncheck the 'Show all entries within selected sheet's date range' box.
- 4. Click Apply.

Audit Trail settings

DOVICO Timesheet's powerful Audit Trail logs additions, changes or deletions in numerous types of records in the database. Furthermore, the Audit Trail provides a means to log when a timesheet is saved, who saved it, who approved/rejected it, etc.

Audit trails are not only useful in recording what changes have been made, who made them and when they were made, but can be beneficial in recovering lost transactions or even to troubleshoot problems.

The audit trail information is saved in the DOVICO Timesheet database and can be extracted or backed up using Backup Audit Trail (page 224).

To use the Audit Trail function:



- located in the Tools section of the side navigation bar. 1. Click the **Database Options** button
- 2. Select the **General** tab.
- 3. In the Audit Trail area, select an Audit Trail **logging level** from the drop-down list.
 - **None** No logging.
 - Minimum Records the deletion of a project, employee, task, client, region, billing (invoices), overtime rate, rate, team, task group, project group, expense category, currency, workflow rule, leave/absences rule, security group, project approval workflow, automated job, custom field template as well as rate changes in the Employees view, rate changes in the Rates view, overtime rate changes in the Overtime Rates view, prorating changes in the Tasks view. Records the use of the Bulk Time Move utility and information related to Time Lockout exception requests.
 - Medium Records all the logging capabilities of the Minimum level, plus additions and changes to those records.
 - **Detailed** Records all Medium level capabilities plus any additions, changes or deletions of time entries and expenses, as well as approval/rejection of time/expense submissions. Also logs modifications of assignments, estimates information (excluding ETC). Also included in the Detailed logging level are logon and logout events.
- 4. Click Apply.

New Project Defaults

Use this option to set the default value for the Billable checkbox when a **new project is created**. The Billable checkbox for projects already existing in the database are not changed using this option.

Box checked: For all new projects created, this option will set all new time entries (and/or expenses) associated with this project as **billable** by default. That is, for employees entering time or expenses, the Billable checkbox will be set as checked.

Box unchecked: For all new projects created, this option will set all new time entries (and/or expenses) associated with this project as **non billable** by default. That is, for employees entering time or expenses, the Billable checkbox will be set as unchecked.

To set your preference:

Select the General tab.



- 1. Click the **Database Options** button
- 3. In the New Project Defaults area, select the default billable option for time and expenses when new projects are created.
- 4. Click Apply.

Note: The setting for an individual project can be changed by modifying a project's properties. The default billable setting for individual task assignments can be modified using the Budgeted Time & Costs view.

E-mail Notification Defaults

Use this section to enter the default settings used for sending e-mails to employees through the **Job Scheduler** and to set the default **Instant Email Notification** options for new employees.

■ To setup the e-mail notification information:



- 1. Click the **Database Options** button
- 2. Select the **Notifications** tab.
- 3. In the Email Notifications area, enter the SMTP Server Name or IP Address to be used to send emails.
- 4. Enter the **Port number** that the SMTP Server uses. Generally an SMTP Server uses Port 25, however this may change depending upon your SMTP Server's configuration. See your system administrator for details.
- 5. In the **Reply Address**, enter the e-mail address to which the recipients can reply.
- 6. (Optional) Where secure SMTP communication is required, check the Use SMTP Authentication box and enter the User ID and Password.
- 7. Click Apply.

■ Instant Email Notification defaults for new employees:

Use this option to set the default value for the Instant Email Notification checkboxes (shown in the Employee properties Additional tab, page 42) when a **new employee** is created. This will also set the default values for the affiliated checkboxes in the Update Employee Properties view. The checkboxes for employees already existing in the database are not changed using this option.

Box checked: For all new employees created, the checkbox will be set as checked.

Box unchecked: For all new employees created, the checkbox will be set as unchecked.

- 1. Click the **Database Options** button
- lacksquare located in the Tools section of the side navigation bar.
- 2. Select the **Notifications** tab.
- 3. In the New Employee Instant Notification Defaults area, select the default value for each option.
 - Notify when there is time to approve: This option sends an e-mail to the employee whenever a timesheet is awaiting his/her approval.
 - Notify when there are Expenses to approve: This option sends an e-mail to the employee whenever an expense sheet is awaiting his/her approval.
 - Notify when time/Expenses have been rejected: This option sends the employee an email whenever one of his/her time or expense sheets has been rejected.
- 4. Click Apply.

Database Terminology and Other Terms Tabs

The terminology used throughout DOVICO Timesheet may not exactly match the terms used within your company, department or profession. The **Custom Terminology** feature permits changes to terminology used in more than 20 fields.

Examples:

DOVICO Timesheet uses 'Team' but you could change it to 'Department' 'Client' could be changed to 'Business Unit', 'Division', 'Customer', 'Buyer'

'Employee' could be changed to 'Worker', 'Resource'

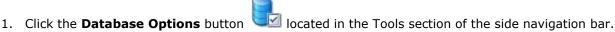
'Project' could be 'Job', 'Purchase Order', 'Contract'

'Task' could be 'Work Order', 'Activity', 'Phase'

Customize terminology according to your business needs.

Changes will appear in menu items, column headings and reports.

To customize terminology:



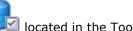
- 2. Select the **Database Terminology** tab to change wording for Employee, Team, Task, Project, Client, Billing, Expense, Region, Rate, Quantity or Value Added Tax references.
- 3. Select the **Other Terms** tab to change wording for project status (Estimate, Quotation, Active, Rejected, Terminated, Finished) and billing by (Fixed Cost, Actual Hours and Estimated Hours).
- 4. Enter your preference for terms used. When changing terms for Database Terminology, make sure you also enter the plural equivalent in the adjacent box.
- 5. Click **Apply** and log out for the changes to take effect.

Please note that instructions provided in this document use DOVICO Timesheet's default terminology.

Company Profile

Enter information about your company (name, address, telephone, etc.). Some of the information entered is used in various reports.

■ To enter company information:



- 1. Click the **Database Options** button located in the Tools section of the side navigation bar.
- 2. Click the Company Profile tab.
- 3. Enter your **Company Name**. The company name is shown in the footer for all reports.
- 4. Enter your Mailing Address. The mailing address is used on invoice reports.
- 5. Enter your **Street Address**. For information purposes only.
- 6. Enter your **Telephone** and **Fax Numbers**. For information purposes only.
- 7. Enter your general **E-mail address**. For information purposes only.
- 8. Enter your **Web Site address** (URL). For information purposes only.
- 9. Click **Apply**.

Bulk Workload tools

Bulk workload tools are included for those occasions when changes, or additions are more effectively done as a group than in individual operations for each project, employee, etc.

To apply widespread changes to project budgets, see Budget Wizard on page 104.

To apply widespread changes to project actuals, see Actual Wizard on page 111.

See page 59 to learn how to create a large number of assignments more efficiently (Quick Assign).

In Bulk Tools ...

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Bulk Time Move	184
Update Employee Properties	186
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Holiday Time Entry

Use the **Holiday Time Entry** function to quickly add a time entry for multiple employees. This function is beneficial when multiple employees have a common time entry such as a federal holiday or can be used to enter any common time entry for multiple employees.

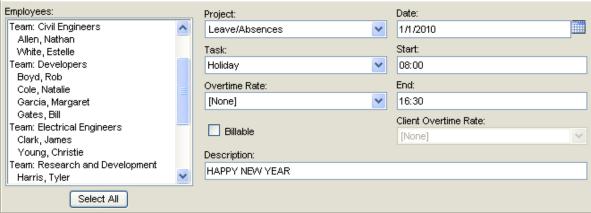
Note: Time entries added using Holiday Time Entry bypass all approval processes.

■ To add a time entry for multiple employees:

1. Click the Holiday Time Entry button



located in the Tools section of the side navigation bar.



2. Select one or more **employees** from the Employees list.

Tip: To select non-adjacent employees, hold the Ctrl key while making your selections.

- 3. Select a project.
- 4. Select a date.
- 5. Select a task.
- 6. Enter the **start** and **end** times.
- 7. Optionally select an **overtime rate**.
- 8. Check the **billable** box if this time entry is billable.
- 9. Optionally select a **client overtime rate**.
- 10. Enter a **description** (up to 250 characters).
- 11. Click Apply.

Notes:

- The new time entry will not be added to specific employees if there are overlapping start and end times with existing time entries.
- The attempt to add time entries, associated to employees that fall within the lock out period, is not permitted and the operation will be cancelled.

Bulk Time Move

The **Bulk Time Move** utility gives an administrator the ability to move time entries from one project to another, from one task to another or from project/task to project/task. The design flexibility allows a user to select all time entries for a given project or task, or to filter the selected time entries by project, task, employee and date.

There are 3 scenarios in which time entries can be moved. For each scenario there is also the ability to filter by employee and by date.

- Move time from one project and task to another project and task
- Move time from one project to another project (for all tasks)
- Move time from one task to another task (for all projects)

Notes:

- Time cannot be moved from one employee to another, nor can time be moved to a different day. That is, the Bulk Time Move utility permits an employee's time entries, for a given day, to be moved to different projects or tasks, on the same day.
- Time is moved regardless of its submitted and approved status. That is, Approved, Rejected, Unsubmitted and time Awaiting Approval is moved.
- Projects and tasks associated to Microsoft Project are not available as source or destination targets.
- The attempt to move time entries that are locked down is only permitted for users with the appropriate Security option enabled (Time Lockout Bulk Edit Override, page 191). Otherwise, only time that is 'unlocked' is moved. Time entries that are locked and moved are recorded in the Audit trail if the Audit Trail is enabled.

Warnings:

- The Bulk Time Move feature is a very powerful utility and should be used **cautiously** as a considerable amount of data can be manipulated and there is no Undo function.
- Time entries moved bypass all approval processes.
- When a time entry is moved to a project or task not assigned to the employee, the entry will not be displayed in the Budgeted Time & Costs view.
- When unapproved time is moved to a new task, the new task's rates/prorating is applied to the time. When approved time is moved to a different task, no rate/prorating changes are made.



The **Bulk Time Move** view

is located in the Tools section of the side navigation bar.

■ Selection parameters:

Source Projects: Lists all projects that have time entries.

Source Tasks: Lists all tasks associated with the source project. If no source project is selected, all tasks are available.

Employees: Lists the employees corresponding to the source project and task selected.

Date Range: Used to further narrow the data to be moved.

Destination Projects: Lists all projects that have task/employee assignments. If one or more global tasks exist, then all projects are listed.

Destination Tasks: Lists all tasks associated with the destination project. If no destination project is selected, all tasks are available.



To move time from one project and task to another project and task:

- 1. Select the **Source project** from the drop-down list.
- 2. Select the **Source task** from the drop-down list.
- 3. Select a **Destination project**.
- 4. Select a **Destination task**.
- 5. (Optional) Select a Source employee.
- 6. (Optional) Specify a date range by checking the Filter by Date Range checkbox and modifying the **From** and **To** dates using the calendar controls.
- 7. (Optional) If available, check the move time in lockout periods box to move time entries that fall within a locked down date range.

The Affected Records displayed below the From calendar indicate the total number of time entries to be moved.

- 8. Click the View Details button to see a report detailing all the time entries selected. Save or Print the report as required.
- 9. Click **Apply** to move the time entries.

■ To move time from one project to another project (for all tasks):

- 1. Select the **Source project** from the drop-down list.
- 2. Leave the Source task at [All].
- 3. Select a **Destination project**.
- 4. (Optional) Select a Source employee.
- 5. (Optional) Specify a date range by checking the Filter by Date Range checkbox and modifying the **From** and **To** dates using the calendar controls.
- 6. (Optional) If available, check the move time in lockout periods box to move time entries that fall within a locked down date range.

The Affected Records displayed below the From calendar indicate the total number of time entries to be moved.

- 7. Click the **View Details** button to see a report detailing all the time entries selected. Save or Print the report as required.
- 8. Click **Apply** to move the time entries.

■ To move time from one task to another task (for all projects):

- 1. Leave the Source project at [All].
- 2. Select the **Source task** from the drop-down list.
- 3. Select a **Destination task**.
- 4. (Optional) Select a Source employee.
- 5. (Optional) Specify a date range by checking the Filter by Date Range checkbox and modifying the **From** and **To** dates using the calendar controls.
- 6. (Optional) If available, check the move time in lockout periods box to move time entries that fall within a locked down date range.

The **Affected Records** displayed below the From calendar indicate the total number of time entries to be moved.

- 7. Click the View Details button to see a report detailing all the time entries selected. Save or Print the report as required.
- 8. Click **Apply** to move the time entries.

Update Employee Properties

Use the **Update Employee Properties** view to quickly and easily adjust employee properties for all or multiple employees. Use it to save time when you need to make a change for a large number of employees.

To update employee properties:



- 1. Click the **Update Employee Properties** button located in the Tools section of the side navigation bar.
- 2. Select one or more **employees** from the list.
- 3. Perform any or all of the updates described below for the employees selected:
 - To change the Leave/Absences Accrual start date, check the Accrue Start box, and select a date.
 - To add an Adjustment to the Leave/Absences Accrual, check the Adjustment box and enter the Adjustment Amount.
 - Check the **Security Group** box and select the Security Level from the drop-down list.
 - Check the **Email Notifications** box and set the default value for the Instant Email Notification checkboxes (shown in the Employee properties Additional tab, page 42).
 - Notify when there is time to approve: This option sends an e-mail to the employee whenever a timesheet is awaiting his/her approval.
 - Notify when there are Expenses to approve: This option sends an e-mail to the employee whenever an expense sheet is awaiting his/her approval.
 - Notify when time/Expenses have been rejected: This option sends the employee an e-mail whenever one of his/her time or expense sheets has been rejected.

Note: To receive Email Notifications, employees must have valid e-mail addresses entered in their employee profile.

4. Click Apply when done.

Tip: To select more than one employee, hold the Ctrl key while making your selection.

Job Scheduler

Job Scheduler is a job automation tool. It gives the user the ability to automate functions such as sending reports and e-mail notices, or maintaining the database.

Job Scheduler performs the following routine operations automatically for any DOVICO Timesheet database:

Automatic Notifications provides the ability to send out e-mail notices to employees and managers regarding time waiting approval, project alerts, incomplete timesheets, etc..

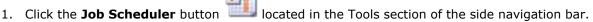
Automatic Reporting provides the ability to have reports automatically created and e-mailed to employees and clients on a one time or recurring basis. Reports can be e-mailed in PDF, Word, Excel, RTF or CSV formats.

Data Maintenance provides the ability to create an automatic and scheduled Backup or Reindex of the database.

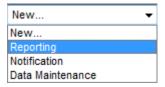
The Job Scheduler view displays all currently created jobs, their job type, their next run time and description.

Note: The Database Maintenance option is not available with DOVICO Timesheet's Hosted Online solution.

■ To create a scheduled job:



2. Select the **type** of job from the drop-down list. If the type of job is already selected, then click the **New** button on the toolbar.



A new window opens displaying the various criteria required to schedule the job. The details required vary depending on the type of job selected:

Notification jobs

Time/Expenses Awaiting Approval (page 121)

Lockout Period (page 128)

Project Alerts (page 130)

Project Assignments (page 122)

Employee Incomplete Timesheet (page 124)

Manager Incomplete Timesheet (page 126)

Custom E-mail (page 141)

Data Maintenance job (page 142)

Reporting job (page 143)

■ To edit a scheduled job:

- 1. Click the job row to edit from the list.
- 2. Click the **Edit** button on the toolbar.
- 3. Edit information in any of the available tabs.
- 4. Click **Done** when all edits have been completed.

Security

DOVICO Timesheet uses a permission-based security model allowing system administrators to specify each user's access to views, tools and information within the application. Security is applied to each user when the user's profile is created. This flexible security system is capable of providing each user with only the information and tools required to perform his or her role within the company.

The software application itself is divided into two main areas: (1) Time and Expense Entry and (2) the Administrative area. The Time and Expense Entry area is used by all employees to enter their individual time and expenses. In this area, users can only see their own time and expense data. All other information, including cost, is hidden. The Administrative area is available to system administrators, managers, empowered employees, etc. and is used to setup, manage and monitor activities within projects.

To restrict access once a user has logged in, the software uses 2 tiers of security. The first tier is **Security Groups**. It specifies what views and tools are available to each user. When users login, they only have access to the views and tools defined by their Security Group. The second tier is **Limited Access**. Limited Access further enhances security by limiting what data/information is available to users when they are in the Administrative views and tools permitted by their Security Group.

Carefully review the following sections in the Security section of this guide to obtain a better understanding of the options and to identify the best approach for your company when applying security.

Summary

Security Groups control what **views** and **tools** each user can access. Each user must be assigned to a security group.

Limited Access controls what **data/information** is displayed to users when they access the views and tools allowed by the designated security group.

In Security ...

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Information relating to Time Lockout is found on page 82.

Functional Overview - Security

SECURITY GROUPS - Overview

Security Groups define what views and tools are available to users. One security group is applied to each user when the user's profile is created. There are 5 pre-defined security groups, which provide a good starting point when assigning security to each user. These are designed to emulate the more common usage types found in most companies. The ability to create custom security groups allows companies to fine-tune security for those users with unique requirements.

For example, users assigned to the pre-defined 'Time and Expense entry' security group have access to the time and expense entry tool but are denied access to any views and tools in the administrative side of the software. Users assigned to the pre-defined 'Manager' security group have access to time and expense tools plus certain views within the administrative side of the software allowing them to create and assign projects and tasks to other users.

The pre-defined security groups are:

- **Administrator**: Users assigned to this security group have access to all areas in the software.
 - Manager: Users have access to projects, tasks, assignments, reports, budgets and other areas required to manage projects.
 - Team Lead: Users have access to projects, tasks, assignments and other views not showing budget or cost information.
 - Time and Expense entry: Users only have access to the time and expense entry tools and are only able to view their own entries. Information relating to time rates or time costs is not displayed. Access is also denied to all Administrative functions.
 - Auditor: Users can only view and print reports in the Administrative area. All other views and tools are inaccessible.

Instructions on using Security Groups begin on page 190.

LIMITED ACCESS - Overview

Limited Access is a mechanism that works in combination with the Security Groups described above. Its primary goal is to limit data/information available to those users who have access to the Administrative areas of the software. Applying limited access filters information a user can see to only those projects, tasks, etc. that the user has been specifically permitted to view.

An example using Projects:

Without limited access, a user assigned to the 'Manager' security group can view ALL projects and project details. By using limited access, it is possible to restrict that manager's access to only those specific projects selected by an administrator.

Limited access can be applied to Projects, Tasks, Task Groups, Employees and Teams.

Limited Access is important for those companies wanting to restrict information visibility between departments, business units, teams, etc. Limited Access is also very helpful in reducing the amount of information available to a manager. With limited access applied, managers do not have to search through hundreds of projects or tasks just to locate the ones that are relevant to them.

The built-in flexibility permits an organization to apply Limited Access in one of two operating modes:

- In Manager-level mode (default) you assign access permission to specific projects, tasks, etc. to a user by selecting the user by name.
- In Hierarchy-based mode you assign security by pools of users called 'Access Groups' organized to replicate your company/department hierarchy, job descriptions or other.

Instructions on using Limited Access begin on page 194.

Security Groups

A **Security Group** defines what views and tools are available to a user. For each security group, every view and tool in the software is listed with the option to enable or disable access to that item.

The Security Groups tab is used to view pre-defined (built-in) security groups and is used to create custom security groups when the existing ones do not perfectly match your requirements. Security groups are not applied to users via this view. This is accomplished using each user's profile (see page 38).

Notes:

- DOVICO Timesheet includes 5 pre-defined security groups, which cannot be deleted or modified. These
 security groups are Administrator, Manager, Team Lead, Auditor and Time & Expense Entry. See Predefined Security Groups (page 192) for a detailed description.
- Security Group permission reports detailing access settings for all security groups are available in the Reports Explorer's Administration \ System Administration folder.

■ To create a custom security group:

Tip: The fastest way to create a new security group is to identify which of the existing security groups best fits the new group's requirements; copy and paste this security group and then make the necessary changes to the name, permissions, etc.

- 1. Click the **Security** button located in the Advanced section of the side navigation bar.
- 2. Select the **Security Groups** tab.
- 3. Click the **New** button on the toolbar.

A **security group properties** window opens.

- 4. Enter a unique security group **name** (up to 100 characters).
- 5. (**Optional**) Enter a brief **description** of the security group (up to 250 characters).
- 6. The **Views** list box displays all available administrative views for which Read, Modify and Delete can be modified. Select each view and assign permissions by choosing Yes or No in each access type drop-down list. You can apply the same setting to multiple views by selecting more than one view from the list and then modifying the Access type.

Access types:

- **Read**: To see the view but not add, edit or delete items.
- Modify: To read, add, edit and save items. Cannot delete items.
- Delete: To delete items.

Mixed is displayed as the status when more than one view is selected from the list and these do not have identical access settings.

- 7. The **Tools/Features** list box displays the tools and features, which can be enabled or disabled. Select each item and assign permission by choosing Yes or No in the **Access** drop-down list. Some items in the Tools/Features list are not readily identifiable with specific views. These are explained in '*Notes*' on the next page.
- 8. **(Optional)** Show/hide company or client cost and rate information for this security group by selecting the appropriate checkboxes in the **Cost Security** area. These options apply to time related costs and rates only. Expense costs are not hidden.

- **Show Client cost information**: Uncheck this box to hide client cost, rate charged and overtime rate information in applicable views and reports for all users assigned to this security group.
- **Show company cost information**: Uncheck this box to hide company cost, rate of wages and overtime rate information in applicable views and reports for all users assigned to this security group.

Note: The Cost Security settings do not hide rates from those views that are specifically designed to create and review rates. As a precaution, make sure that any security group with one or both of these boxes unchecked also has restricted access to the following: Rates view, Billing view, Update Employee Properties view, Security Group view and the Import/Export tool.

- 9. **(Optional)** Check the **Flag for archive** box if you want to remove this security group from the database the next time the Archive Database function is run.
- 10. Click **Done** to automatically save the information and close the window or click **New** to save the information and create a new security group.
- 11. If the new security group has access to the **Reports Explorer** view then assign the new security group to each report and report folder as required (see page 96). This is necessary because a new security group has no access to any report or report folder. However if you are editing a copy of an existing security group then you should review each report's security.

Next step

The new security group is now created but still has to be assigned to one or more employees. This is accomplished via each user's profile (page 38) or by using the Update Employee Properties tool to make changes to multiple employees (page 186).

Notes:

- When reports are generated, options to show cost information are available at the top of the PDF viewer. These are made available as the report may need to be distributed to other individuals or in the case where the report is scheduled to be automatically generated and e-mailed to other individuals (via the Job Scheduler).
- If an administrator changes a security group while an employee is using DOVICO Timesheet, then the new security changes will not take effect until the employee logs out of the application.
- The number of security groups displayed in the view is limited by the **Paging** setting (page 171). You may need to click the **paging** buttons or (at the top of the screen) to view additional record pages.

Notes about Tools/features list:

Most items displayed in the Tools/features list box are directly related to specific views and are self-explanatory. The following items are supporting features of specific views and require further explanation.

- Limited Access Bulk Update: This option allows the user to apply Limited Access security to items
 using the Limited Access tab in Security.
- **Reports Security**: This option allows the user to modify which security groups have access to specific reports and report folders in the Reports Explorer.
- **Time lockout Bulk Edit Override**: This option allows the user to modify items (time entries, rates, etc) that are within a Lockout period. When applicable, the user is shown an option to update information in a lockout period.

Tips:

- To view or edit details for more than one security group, open a security group properties window and use the **Next Record** button (or Previous) to browse to other security groups. Clicking the Next (or Previous) button automatically saves any changes made.
- Double click an item in the grid to see that item's properties

Pre-Defined Security Groups

Each employee entered into the database must be assigned a security level giving that employee access to all or selected parts of DOVICO Timesheet's software components.

DOVICO Timesheet has 5 pre-defined (built-in) security groups designed to meet typical user scenarios. These pre-defined security groups cannot be deleted or modified. If the 5 pre-defined security groups do not meet your needs, you can create new security groups and enable/disable access to fit your requirements.

The pre-defined security groups are:

- Administrator: Users assigned to this security group have access to all areas in the software.
 - Manager: Users have access to projects, tasks, assignments, reports, budgets and other areas required to manage projects.
 - **Team Lead**: Users have access to projects, tasks, assignments and other views not showing budget or cost information.
 - **Time and Expense entry**: Users only have access to the time and expense entry tools and are only able to view their own entries. Information relating to time rates or time costs is not displayed. Access is also denied to all Administrative functions.
 - **Auditor**: Users can only view and print reports in the Administrative area. All other views and tools are inaccessible.

Note: The use of Limited Access (page 194) further enhances security by limiting what data/information is available to users when they are in the Administrative views and tools permitted by their security group.

The following table presents a simplified overview of 'access' to views and tools for each of the pre-defined security groups. Detailed access, read/modify/delete settings for each security group are available in the Reports Explorer's Administration \ System Administration folder.

Security Group Access table - simplified

Views/Tool	Administrator	Manager	Team Lead	Time & Expense Entry	Auditor
Reports Explorer	✓	✓			✓
Reports Security	✓				
Timesheet - Time Entry	✓	✓	✓	✓	
Timesheet - Expense Entry	✓	✓	✓	✓	
Time Calendar - monthly view	✓	✓	✓		
Time Calendar - time entry details	✓	✓	✓		
Time & Expense Approval	✓	✓	✓		
Approval Override	✓	✓			
Workflows	✓				
Alternate Approvals	✓	✓	✓		
Time Lockout	✓				
Time Lockout – Bulk Edit Override	✓				
Actual Time & Costs	✓				
Approved Expenses	✓	✓	✓		

Time 8

Views/Tool	Administrator	Manager	Team Lead	Time & Expense Entry	Auditor
Project Assignments	✓	✓	✓		
Budgeted Time & Costs	✓	✓			
Budgeted Expenses	✓	✓	✓		
Items List - Clients	✓	✓			
Items List - Employees	✓				
Items List - Projects	✓	✓	✓		
Items List - Tasks	✓	✓	✓		
Items List - Task Groups	✓	✓	✓		
Items List - Teams	✓	✓			
Quick Assign	✓	✓	✓		
Project Groups	✓	✓	✓		
Billing	✓				
Rates	✓				
Overtime Rates	✓				
Regions	✓	✓			
Integration - Microsoft Project	✓	✓			
Integration - Active Directory	✓				
Integration - QuickBooks	✓	✓			
Integration - Import/Export	✓				
Integration - Import Recovery	✓				
0 . 5:117 1.	✓	✓			
Custom Field Templates		Y			
Leave/Absences Rules	✓				
Expense Categories	V	√			
Currencies	V	▼			
Security - Groups	V				
Security - Limited Access	√				
Limited Access – Bulk Update	✓				
Job Scheduler	✓				
Update Employee Properties	✓				
Holiday Time Entry	→	✓	✓		
Bulk Time Move	√				
Database Options	✓				
Options	√	✓	✓		√
Timesheet Options	✓				· · · · · · · · · · · · · · · · · · ·
Backup Audit Trail					

Limited Access

OVERVIEW

What is Limited Access?

Limited access is a security mechanism permitting details about certain projects, employees, tasks, task groups and teams to be explicitly open to (or hidden from) VPs, project managers, team leaders and empowered employees who have access to the Administrative areas of the software. Applying limited access effectively filters information a *manager* can access to only those projects, tasks, etc the *manager* is specifically permitted to view.

NOTE: Throughout the documentation describing Limited Access, the word 'manager' is frequently used as a generic term to describe all users who have access to the Administrative areas of the software. In this sense, manager is not meant to indicate a job description or position.

Do you require Limited Access?

Limited Access is important for those companies wanting to restrict information visibility between departments, business units, VPs, managers, etc. Limited Access is also very helpful in reducing the amount of information available to a *manager*. With limited access applied, *managers* do not have to hunt through hundreds of projects or tasks just to locate the ones that relate to them.

It is important to recall that the Security Group assigned to each user is the means used to completely restrict access to specific views and tools in the software. Using access to projects as an example, if you do not want a user to have access to any project information then that is accomplished using the appropriate Security Group. Limited Access is important if you want a user to have access to some projects - but not all. Limited access can be applied to projects, tasks, task groups, employees and teams.

With limited access applied, again using projects as an example, *managers* presented with a list of projects when running reports, when creating assignments, etc., only see the projects they are permitted to view. In contrast, Limited Access is not required if it is okay that *managers* having access to projects, tasks, task groups, employees and teams are able to see and report on all these items. There are some areas of the software where limited access to projects, tasks, etc is not enforced or not fully enforced for secondary levels of information. These exceptions are described on page 217.

In the technical sense, limited access cannot be 'applied' or 'disabled'. Limited access is always 'on'. The true differentiation is whether you actively manage limited access or not.

- If you want all *managers* to have access to all items, then you do not need to configure and manage limited access. The software's default settings mean you only need to apply a Security Group to each user (page 190) and the remaining pages in this section can be disregarded.
- If you prefer to limit access to one or more projects, tasks, etc., then you must first determine which configuration best suites your situation, then prepare and roll out limited access. The remaining pages in this section detail these efforts.

Tip: The pages that follow first provide an overview of how each Limited Access configuration works and the benefits of each. This overview is followed by detailed instructions on setting up and using each option. Because both set of detailed instructions are similarly structured, these can seem repetitive or perhaps confusing. We suggest having the software on hand when reading the instructions.

In Limited Access ...

Which Configuration Option to select?	195
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Using the Hierarchy-based Configuration	202
Switching Configurations	218
List of the views and tools affected by Limited Access	222

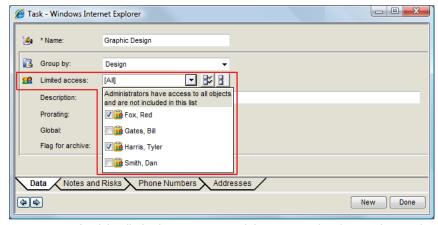
Which way to configure Limited Access?

The built-in flexibility permits a company to apply Limited Access in one of two operational modes: Manager-level or Hierarchy-based. Although it is possible to switch between operating modes, this is normally set once and then left alone.

Manager-level Limited Access

The default Limited Access configuration mode is **Manager-level**. Operating in manager-level mode means that when selecting who can view and report on a project, task, etc, you are presented with a list of manager names (see image). The effort required in this operating mode is to ensure that prompt and accurate permission is given to managers as new projects, tasks, etc. are added to the database.

The manager-level operating mode may be best suited for those companies that have a stable number of managers, small and stable set of projects and tasks, and infrequent staff turnaround at senior levels.



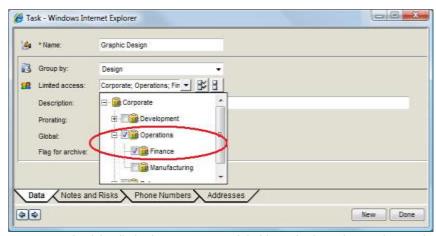
Applying limited access to a task in manager-level operating mode

Hierarchy-based Limited Access

Operating in hierarchy-based mode means that you assign access permission by pools of users called 'Access Groups'. Access groups can be organized to model your company's departments, teams, etc. Creating access groups makes it easier to give, modify or deny permission to many users at once. Using this method, when a manager joins a department, business unit, team, etc., there is no need to manually assign access to all the different projects and tasks that the manager requires. You assign the new manager to an existing access group and then all items available to the access group are automatically available to the new manager.

The ability to create hierarchical (nested) access groups also means that permissions are automatically assigned to the members of the parent access groups. This means that a project assigned to a sub-level access group is automatically available to all parent access groups in the hierarchy branch.

Although requiring more initial planning, the hierarchy-based operating mode may be the preferred method for larger organizations.



Applying limited access to a task in hierarchy-based operating mode

- Configuring and using **Manager-level limited access** page 196.
- Configuring and using **Hierarchy-based limited access** page 202.

Limited Access - Manager-level mode

Limited access is a security mechanism capable of giving managers access to only certain projects, tasks, task groups, employees or teams while in the Administrative areas of the software. For example, you may want a manager to be able to view and report on some projects while excluding access to other projects. Limited access is required to apply this level of control.

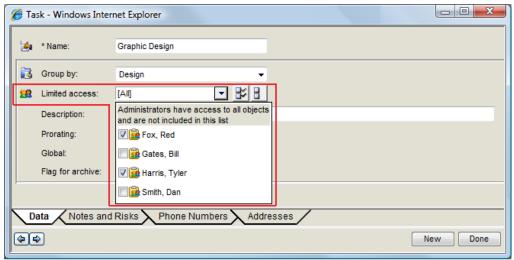
Manager-level mode is one of the 2 ways limited access can be configured. The other is Hierarchy-based mode. The differences between both modes are highlighted on page 195.

In Limited Access - Manager-level mode ...

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Assigning Managers to items	199
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Overview - Manager-level limited access

In general, when adding or editing a project, task, task group, employee or team (via the item's properties window), there is a Limited Access field from which you are able to select which managers are able to access the particular item. Once selected, only the managers chosen are permitted to access, view and report on the item. A summary list of the views and tools modified by applying limited access is located at the end of this section (page 222).



Limited access applied to a task

TABLE: Simplified deployment of limited access applied to Tasks

	Manager 1	Manager 2	Manager 3
Task A	✓		
Task B	abla	\checkmark	
Task C	abla	\checkmark	
Task D		\checkmark	abla
Task E	abla		\checkmark
Task F			\checkmark

As represented in the table above, Tasks A through F have each been limited to one or more managers. When Manager 1 accesses the Administrative areas of the software, only Tasks A, B, C, and E are available. The same access control can be applied to projects, task groups, employees and teams.

Preparation - Manager-level limited access

Prior to using Limited Access, there are 2 configuration items to check. You need to verify if Manager-level is the current limited access configuration - and switch if necessary. You also need to review the option to automatically assign limited access when new items are created.

Verify the current limited access operating mode:

- 1. Click the **Security** button in the Advanced section of the side navigation bar.
- 2. Select the **Limited Access** tab.
- 3. Expand the **Options** window at the very bottom by clicking on the expand \textstyle button.
 - If the label next to the first check box is 'Switch to **hierarchy-based** limited access mode', then you are currently in the Manager-level operating mode and no changes are required.
 - If the label shows 'Switch to **manager-level** limited access mode', then you are currently in the hierarchy-based mode and must switch operating modes (page 218).

Warning: When switching from hierarchy to manager mode, all hierarchy information and limited access assignments are lost. See '**Switch Operating Mode**' on page 218 for more information.



Limited Access configuration options

Establish the default assignments for new items:

The status of the second checkbox 'Grant access automatically to all new Projects, Tasks, Task Groups, Employees, Teams' determines if and how limited access assignments are automatically created when new items are added.

Checked:

 When a new project, task, task group, employee or team is added, the item is automatically assigned to all managers.

Unchecked

- When a new project, task, task group, employee or team is added, only the person who created the item is assigned. All other *managers* requiring access to the new item must be assigned manually.
- 1. **Check** or uncheck the option.
- 2. Click the Apply button.
- 3. Acknowledge the Warning message by clicking **OK**.

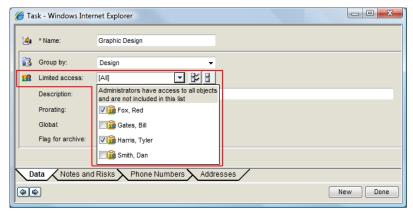
Note: Changing the status of this checkbox has no impact on existing limited access assignments. Only newly created projects, tasks, task groups, employees and teams are affected.

Assign managers to projects, tasks, task groups, employees, teams

The following details (1) how to limit access to a specific project, task, task group, employee or team using the item's properties window; (2) how to limit access to multiple items via the Security view; and (3) how to review limited access assignments.

To assign managers to a single item:

- 1. Locate the item either from the **Project Assignments** tab or from the **Items List** tab.
- 2. **Double click** the item or select the item and click the properties button are on the toolbar.
- 3. Expand the Limited Access drop-down list.

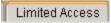


- 4. **Check** ✓ the *managers* who require access to this item. Click the 'check all' icon all. Clicking the 'unselect all' icon decrease all checkmarks with exception for the manager modifying the item. Users who have Administrator security rights automatically have access to all items and are not listed.
- 5. Click anywhere outside the list window to close the drop-down list.
- 6. Click Done.

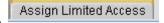
Note: The list of managers displayed in the Limited Access drop-down is automatically generated from users having access to the Administrative areas of the software. The list excludes all users who have Administrator access security rights because they cannot be denied access to any item.

To assign managers to multiple items:

- 1. Click the Security button in the Advanced section of the side navigation bar.
- 2. Select the Limited Access tab.

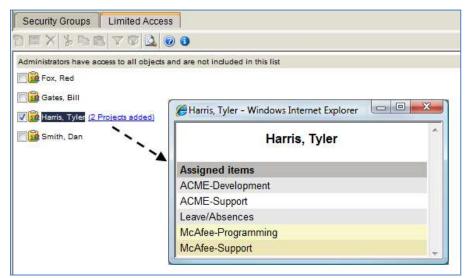


3. Select the **Assign Limited Access** tab above the right side pane.



- 4. Make sure that 'Assign' is selected in the drop-down list above this tab. Instructions for the other drop-down options follow (Unassign, Replace, Assign to All).
- 5. Select either Projects, Tasks, Task Groups, Employee or Teams from the drop-down list.
- 6. From this list, select one or more **items**.
- 7. From the list on the left, check the *manager* to assign to the items.
- 8. Click Apply.

Next to each *manager* with a new assignment, there is a text link summarizing the limited access assignment changes made for the *manager*. Clicking on the link displays an itemized list of the assignments. New limited access assignments are highlighted in yellow/gold.



Limited Access assignments review

■ Modifying limited access assignments:

The Assign Limited Access tab also permits bulk modifications to be made to existing assignments. These are:

- **Assign to All**: To assign all *managers* to the selected items.
- Replace: To replace an item's assigned managers with one or more other managers.
- **Unassign**: To remove assignments.
- 1. Select the action from drop-down list (Unassign, Replace, Assign to All).
- 2. Select either Projects, Tasks, Task Groups, Employees or Teams from the drop-down list.
- 3. From this list, select one or more **items**.
- 4. From the list on the left, check the **manager** for the action. Not applicable for Assign to All.
- 5. Click Apply.

Tip: To uncheck all managers, right click in the left pane and choose Uncheck All.

Notes:

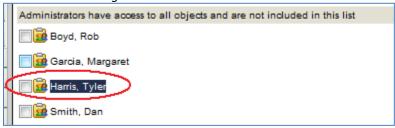
- When Assign to All is selected, note in the left pane that the checkboxes next to the managers are removed and that no summary information link is displayed after using Assign to All.
- Manager-level mode is the default limited access operating mode when a new database is created.
- While in manager-level mode, the Managers tab is disabled. The Managers tab is only required in hierarchy-based mode.
- A maximum of 1024 managers can exist in the database.

■ To review what items a manager is assigned to:

From the Limited Access tab in the Security view.

On the **left side** pane:

1. Click on the manager's name.



2. Click the **View Access Rights** button and on the toolbar above the list.

A pop-up window is displayed showing the projects, tasks, task groups, employees or teams the manager has been assigned to.



Tip: Using your keyboard, press Ctrl+P to print this window.

■ To review which managers have been assigned to an item:

From the Limited Access tab in the Security view.

On the **right side** pane:

- 1. Select the **type** of item to review (Project, Task, Task Group, Employee or Team)
- 2. Select one or more items from the list.
- 3. Click the **View Access Rights** button above the list.

A pop-up window is displayed showing which managers have been assigned to the item.

Limited Access - Hierarchy-based mode

Limited access is a security mechanism capable of giving managers access to only certain projects, tasks, task groups, employees or teams while in the administrative areas of the software. For example; you may want a manager to be able to view and report on some projects while excluding access to other projects. Limited access is required to apply this level of control.

Hierarchy-based mode is one of the 2 ways limited access can be configured. The other is Manager-level mode. The differences between both modes are described on page 195.

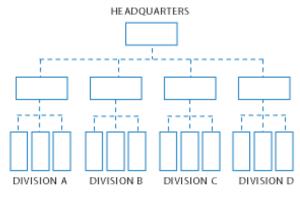
In Limited Access - Hierarchy-based mode ...

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Assigning Managers to Access Groups	210
Assigning Access Groups to items	212
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Overview - Hierarchy-based limited access

In the **Hierarchy-based** mode you assign access security to projects, tasks, etc via pools of managers called 'Access Groups'. Access groups can be organized to emulate your company's departments, divisions, etc. Creating access groups and nesting these groups makes it easier to give, modify or deny permission to many managers at once.

Hierarchy-based mode is most beneficial when there are changes or additions to assignments. When a new manager joins a department, business unit, team, etc., there is no need to manually assign access to all the different projects and tasks the manager requires. You make the new manager a member of an existing access group and then all items available to the access group are automatically available to the new manager. The same time-savings are evident when a new item is created (project, task, task group, employee or team). After creating a new item, you assign the applicable access groups to it to make it available to the appropriate managers.



The use of hierarchical (nested) access groups also means that permissions are automatically assigned based on the hierarchy. This means that when a lower-level access group is assigned to a project, all the parent access groups in the chain automatically have access to the project.

In typical practice, when adding or editing a project, task, task group, employee or team (via the item's properties window), there is a Limited Access field from which you are able to select which access groups are able to view and report on the particular item. The managers who are members of the selected access group, and any parent access groups in the hierarchy branch, are permitted to view and report on the item. Note that Access Groups only need to be designed for those employees with security rights to the Administrative areas of the software. Employees who are restricted to the time entry tool do not need to be considered in the hierarchy.

Once limited access is applied, again using projects as an example, managers presented with a list of projects when creating assignments, running reports, etc., only see the projects they are permitted to view. A summary list of the views and tools modified by applying limited access is located at the end of this section (page 222).

	Access Group 1	Access Group 2A	Access Group 2B
	(Headquarters)	(Division A)	(Division B)
Project A	✓	abla	
Project B	✓	abla	V
Project C	\checkmark	\checkmark	
Project D	✓	\checkmark	\triangleright
Project E	✓		V
Project F	✓		

TABLE: Simplified deployment of limited access applied to projects

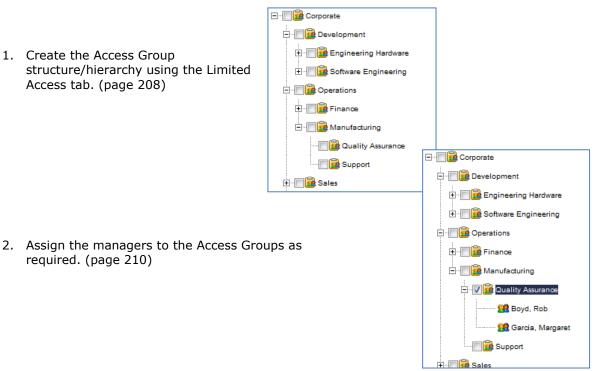
As represented in the table above, projects A through F have each been limited to one or more *Access Groups*. When a member of Access Group 2B is in the administrative areas of the software, only projects B, D, and E are available. The same access control can be applied to tasks, task groups, employees and teams.

Creating and using hierarchy-based limited access is a 3-step process. You first design and create the access group structure, make each manager a member of one or more access groups and then assign the access groups to projects, tasks, task groups, employees and teams.

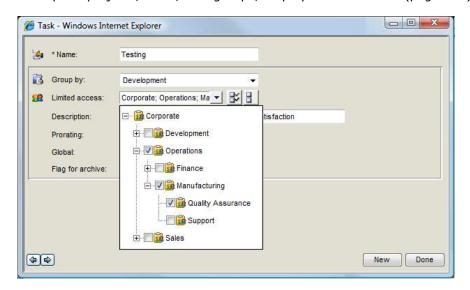
The following diagram summarizes the 3 steps. Each step is detailed in the pages that follow.

1. Create the Access Group structure/hierarchy using the Limited Access tab. (page 208)

required. (page 210)



3. Assign Access Groups to projects, tasks, task groups, employees and teams. (page 212)

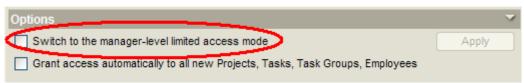


Preparation - hierarchy-based limited access

Prior to using Limited Access there are 2 configuration items to check. You need to verify if Hierarchy-based is the current limited access configuration - and switch if necessary. You also need to review the option to automatically assign limited access to new items.

Verify the current limited access operating mode:

- 1. Click the **Security** button in the Advanced section of the side navigation bar.
- 2. Select the **Limited Access** tab.
- Limited Access
- 3. Expand the **Options** window at the very bottom by clicking on the expand \textstyle button.
 - If the label next to the first check box is 'Switch to **manager-level** limited access mode', then you are currently in the Hierarchy-based operating mode and no changes are required.
 - If the label shows 'Switch to **hierarchy-based** limited access mode', then you are currently in the manager-level mode and must switch operating modes (page 218).



Limited Access configuration options

Establish the default assignments for new items:

The status of the second checkbox 'Grant access automatically to all new Projects, Tasks, Task Groups, Employees and Teams' determines if and how limited access assignments are automatically created when new items are added.

Checked:

• When a new project, task, task group, employee or team is added, all access groups are automatically assigned to the item.

Unchecked

- When a new project, task, task group, employee or team is created, the creator's access group, and all parent access groups, are automatically assigned to the item.
- 1. Check or uncheck the option.
- 2. Click the **Apply** button.
- 3. Acknowledge the Warning message by clicking **OK**.

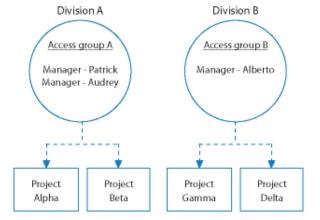
Under either option, when a new access group is created, the access group has automatic access to any item that is currently available to all other access groups. These are considered public items.

Note: Changing the status of this checkbox has no impact on existing limited access assignments. Only newly created projects, tasks, task groups, employees and teams are affected.

Access Groups Hierarchy - Guidelines and Considerations

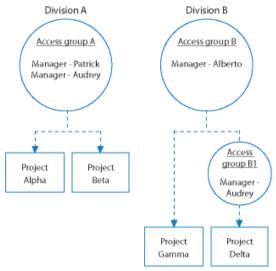
Designing an Access Group hierarchical structure:

- Design your Access Group hierarchy for the administrators, managers, team leaders and empowered users who have access to the Administrative areas of the software. These are considered 'managers'. There is no need to consider those employees who only have access to the Time & Entry tool since they are already limited to views, tools and information by their Security Group and by their specific project and task assignments.
- Your company's organization chart is a good starting point. However, its goal is to represent who reports to whom. Typically, this means that a manager only reports to one superior and therefore that manager can only belong to one branch. This structure may not be ideal when managers are shared across departments, business units, etc. and they require access to certain items normally limited by conventional boundaries. You may need to create additional access groups (as shown below) when faced with these situations.
 - a) Part of your hierarchical structure, when based strictly on your organizational chart, may initially look like this.



b) But if Manager Audrey is 'loaned' to Division B to work on Project Delta, assigning Audrey to Access Group B would mean that she would have access to Project Gamma as well. To give Audrey access to Project Delta and not Gamma, you could create a new sub-level Access Group B1 and assign her to it.

c) This way Audrey only has access to Project Delta on the Division B side, while Manager Alberto retains access to Projects Gamma and Delta.



Tips:

- You can assign a *manager* to multiple access groups. However, within any one branch of the hierarchy, a manager should only be assigned to one access group – to the highest applicable level.
- Try to give each access group a unique name or identifier so that it is easy to recognize when a list of access groups is presented.
- Lay your hierarchy out on paper and run 'what if' scenarios to check the design.

Keep in mind:

- The goal of the hierarchy is to restrict access to information relating to projects, tasks, task groups, employees and teams and is not a 'who reports to whom' chain of command.
- When an access group is assigned to an item, all access groups above it (parent groups) automatically have access to the item.
- When a manager is assigned to an access group then the manager has access to all items associated with any access group below it (sub-level access groups).
- A 'reference card' is provided on page 216 summarizing the results of creating assignments.

Access Groups

NOTE: It is only possible to create Access Groups and access group hierarchies while working in the hierarchy-based operating mode.

The Limited Access tab is the location where access groups are created and managed, and is from where managers are made members of access groups. From the Limited Access tab, it is also possible to assign access groups to projects, tasks, task groups, employees and teams.

Tip: If you have just switched from manager-level mode to hierarchy-based mode, you may want to remove the access groups automatically created during this switch. See Switch Operating Mode (page 218) for details on removing unwanted access groups.

Prerequisite:

It is best to have your hierarchy structure designed and reviewed prior to building it in the Limited Access view.

Create an Access Group:



- 2. Select the Limited Access tab.
- Limited Access
- 3. By design, new access groups must be located under a parent access group. The parent access group can be either the top level (root) access group or any other existing access group. Locate and **click on** the access group under which the new access group is to be added.
- 4. Click the **New** button 🔲 on the toolbar. An edit box is displayed under the parent folder.



- 5. Enter a **name** for the new access group.
- 6. Press Enter or click elsewhere to save.

By default, no managers are assigned to a new access group, but the access group may be automatically assigned to some projects, tasks, etc. This is because any item that is available to all existing access groups is considered a 'public' item. As such, when a new access group is created, it is automatically assigned to any of these 'public' items. You can check for any such automatic assignments by clicking on the newly created access group's name and then clicking the View Access Rights button 🚨 on the toolbar.

The next step is to assign managers to the new access group. Page 210.

Notes:

- It is not possible to insert a new access group in the middle of an existing branch. If this need does arise, it can be accomplished using the cut/copy/paste commands.
- When a new access group is created, all projects, tasks, task groups, employees and teams later assigned to it are automatically available to parent access groups in the hierarchy branch.

About the root folder:

The root/top (highest level) access group is created by default and cannot be removed.

- The name applied to the root access group is taken from the Company Name field in the Database Options. The name can be changed using the Rename button on the toolbar.
- The root access group is automatically assigned to all projects, tasks, task groups, employees and teams. This is to ensure that all items are available to at least one manager. One *manager* must always be assigned to the root access group.
- The *manager* assigned to the Root folder is the user who first switched the operating mode from manager-level to hierarchy-based mode. Additional *managers* can be assigned to the root access group.

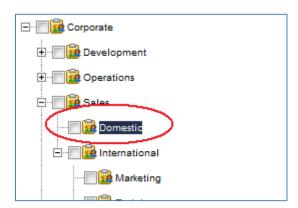
Tips:

- You can rename any access group by selecting the access group and then clicking the **Rename** button on the toolbar.
- Many functions located on the toolbars can also be found by right clicking in the pane.
- The Cut/Copy/Paste functions on the toolbar permit access groups, sub-level access groups and their assignments to be copied and pasted. This may be beneficial when the hierarchy needs to be restructured.

■ Delete an Access Group:

Warning: Deleting an access group also deletes any sub-level access groups and any limited access assignments associated with it.

- 1. Verify that the **Managers tab** is selected in the right side pane.
- 2. Click on the Access Group's name.



3. Click the **Delete** button \times on the toolbar.

Assign Managers to Access Groups

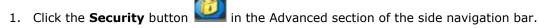
When a *manager* is a member of an access group, that manager has access to any items (projects, tasks, task groups, employees and teams) associated with the access group. The manager also has access to any items associated with any sub-level access groups. The following details how to assign managers to access groups and how to review assignments.

Prerequisite:

• The hierarchy structure should be completed (page 208) before assigning managers to access groups.

Limited Access

■ To assign managers to an access group:



- 2. Select the **Limited Access** tab.
- 3. Verify that the **Managers** tab is selected in the right side pane.
- 4. In left pane, check ✓ the access group to assign. If there is a hierarchy of access groups, select the top most access group applicable to this *manager*. There is no need to check any sub-level access groups as the manager will automatically have access to these.
- 5. In the right side pane, select the manager from the list.
- 6. Click the **Assign** button **is** on the toolbar above the list of *managers*.

Once *managers* have been assigned to access groups, the next step is to assign the access group to projects, tasks, task groups, employees and teams (page 212).

Important consideration:

Users with full Administrator security rights are not automatically assigned to the root/top access group and therefore will not necessarily be able to view all projects, tasks, etc. This is a change from previous versions of DOVICO Timesheet or Track-IT Suite where an 'Administrator' had access to everything.

Tips:

- Many functions located on the toolbars can also be found by right clicking in the pane.
- Right click and select Uncheck All to clear all checked access groups.

■ To review which managers belong to an Access group:

From the **left side** pane:

1. Locate and expand the access group to reveal the *managers* assigned to the group. Note that any managers assigned to higher level access groups in the same branch also belong to this access group.

■ To review which access groups a manager is assigned to:

From the **right side** pane:

- 1. Select the **manager** from the Managers tab list.
- 2. Click the **Filter** button in the left side toolbar.

The access group hierarchy tree displays the access groups for the *manager* and any parent groups.

3. Click the **Remove Filter** button **w** to clear the filter.

■ To unassign managers from access groups:

- 1. In the right side pane, select the Managers tab.
- 2. Check ✓ one or more access groups to unassign in the left pane.
- 3. Select the *managers* to unassign from the Managers list on the right.
- 4. Click the **Unassign** button **i** on the toolbar above the list of *managers*.

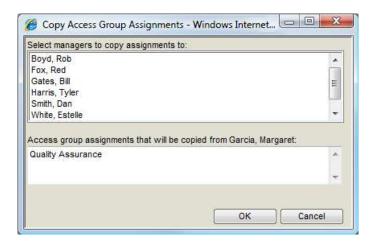
Copy a manager's limited access assignments:

The copy assignments function enables one manager's limited access assignments to be copied to one or more other managers.

- 1. In the right side pane, select the **Managers tab**.
- 2. From the list, select the **manager** whose assignments will be copied.
- 3. Click the **Copy Assignments** button on the toolbar.

The Copy Access Group Assignments window opens.

- 4. Select the **managers** receiving the assignments.
- 5. Click OK.



Assign access groups to a project, task, task group, employee or team

You can limit access to projects, tasks, task groups, employees or teams using each item's properties window or you can assign limited access in bulk via the Security view.

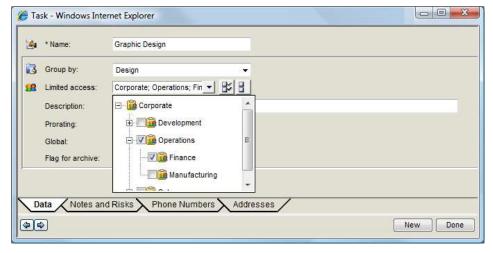
Prerequisite:

The manager assignments to access groups should be completed (page 210) before assigning
access groups to items.

■ To assign an access group to a single item:

- 1. Locate the item either from the **Project Assignments** tab or from the **Items List** tab.
- 2. **Double click** the item or select the item and click the properties button and on the toolbar.
- 3. Expand the Limited Access drop-down list. Existing assignments are shown as checked.
- 4. **Check** ✓ the access groups who require access to this item. Click the 'check all' icon select all. Clicking the 'unselect all' icon removes all extra checkmarks. The access group that the person editing the item belongs to remains checked.

When an access group is checked, any parent access groups are automatically checked. This guarantees that parent access groups always have access to items that belong to sub-level access groups. For example, using the image below; when the Finance access group is selected, its parent group (Operations) is automatically selected.



- 5. Click anywhere outside the list window to close the drop-down list.
- 6. Click Done.

Tips:

- With the limited access list expanded, keep your mouse over an access group name to display the managers who are members of the access group.
- Many functions located on the toolbars can also be found by right clicking in the pane.

■ To assign access groups to multiple items:

1. Click the **Security** button in the Advanced section of the side navigation bar.

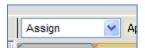
Limited Access

2. Select the Limited Access tab.



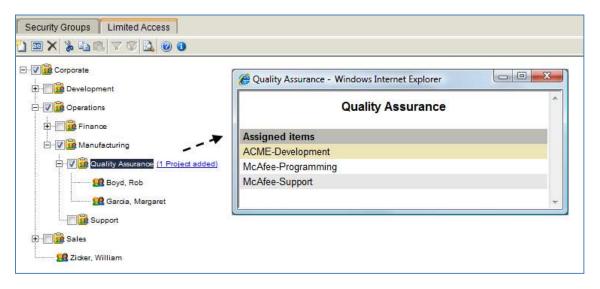
3. Select the **Assign Limited Access** tab at the right.

4. Make sure that Assign is selected in the drop-down list above this tab. Instructions for the other drop-down options follow (Unassign, Assign to All, Replace).



- 5. Select either Projects, Tasks, Task Groups, Employees or Teams from the drop-down list.
- 6. From this list, select **the items**.
- 7. From the hierarchy tree on the left, check ✓ the **access group** to assign to the items. When a sub-level access group is checked, all parent access groups in the branch are automatically checked. This guarantees that parent access groups always have access to items that belong to sub-level access groups.
- 8. Click Apply.

Next to each access group with a new assignment, there is a text link summarizing the assignment changes made for the access group. Clicking on the link displays an itemized list of the assignments. Additions are highlighted in yellow/gold.



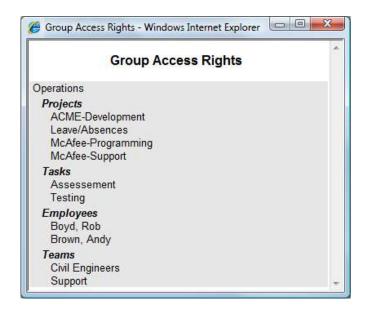
■ To see what items have been assigned to an access group:

From the Limited Access tab in the Security view.

In the **left side** pane:

- 1. Click on the access group's name in the hierarchy tree.
- 2. Click the **View Access Rights** button and on the toolbar above the list.

A pop-up window is displayed showing what projects, tasks, task groups, employees and teams have been assigned to the access group.



Tip: Using your keyboard, press Ctrl+P to print this window.

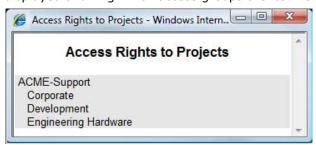
■ To see what access groups an item has been assigned to:

From the Limited Access tab in the Security view.

In the **right side** pane:

- 1. Select the **Assign Limited Access** tab.
- 2. Select the **type** of item to review (Project, Task, Task Group, Employee or Team).
- 3. Select one or more items from the list.
- 4. Click the **View Access Rights** button a just above that list.

A pop-up window is displayed showing which access groups the item is assigned to.



Modifying limited access assignments:

The Assign Limited Access function also permits bulk changes to be made to existing assignments. These are:

- **Unassign**: To remove assignments. Note that when in Unassign mode and an access group is checked, all sub-level access groups in the branch are also checked. This guarantees that, when an item is no longer available to an access group, it is also removed from any sub-level access groups.
- Replace: To replace an item's assigned access groups with one or more other access groups.

- **Assign to All**: To assign the selected items to all access groups. When Assign to All is selected, please note in the left pane that the checkboxes next to the access groups are removed and that no summary information link is displayed after using Assign to All.
- 1. Select the action from drop-down list (Unassign, Replace, Assign to All).
- 2. Select either Projects, Tasks, Task Groups, Employees or Teams from the drop-down list.
- 3. From this list, select one or more **items**.
- 4. From the list on the left, check each access group for the action. Not applicable for Assign to All.
- 5. Click Apply.

Notes:

- So that at least one manager has access to each item, each item is assigned to the Root (top level)
 access group and cannot be unassigned.
- A maximum of 1024 access groups can exist in the database.

Tips:

- It is important to have the right action selected from the Action drop-down before starting to check managers on the left because switching the Action option clears all checkmarks made in the left pane.
- To uncheck all access groups, right click in the left pane and choose Uncheck All.

Reference- Hierarchy-based assignments

DOVICO Timesheet

QUICK REFERENCE CARD

Hierarchy-based assignments

Assign a manager to an access group



This manager is a member of which Access Groups?

From the right-side pane:

- 1. Select the manager from the Managers tab list.
- 2. Click the Filter button T on the left side toolbar. The access group hierarchy tree in the left pane displays the access groups fro the manager and any parent groups.
- 3. click the Remove Filter button & to clear the filter.

This item is available to which Access Groups?

From the right-side pane:

- 1. Select the Assign Limited Access tab.
- 2. Select the type of item to review (Project, Task, Task Group, Employee or Team)
- 3. Select the item from the list.
- 4. Click the View Access Rights button just above that list.

A pop-up window appears showing which access groups are assigned to the item.

Assign an Access Group to an Item



This Access Group has access to what items?

In the left side pane:

- 1. Click on the access group's name in the hierarchy
- 2. Click the View Access Rights button a on the toolbar above the list.

A pop-up window is displayed showing the projects, tasks, task groups, employees and teams that the access group has been assigned to.

Exceptions on where and how Limited Access is applied

There are specific situations and specific areas of the software where Limited Access is not applied or not fully enforced at lower levels of information.

The views and tools where limited access is not applied are those specifically designed for an administrator to use where system or bulk-type work is accomplished. These include Bulk Time Move, Security and Holiday Time Entry.

In some areas, limited access is only applied to the highest level item. For example: The Budgeted Time & Costs view is used to view and edit project estimates. The project is the highest level item in the view (in hierarchical terms) and the list of projects available is restricted using limited access. However the list of tasks and employees shown in the view is not limited. The main reason to leave the task and employee lists 'open' is that if a user has access to a project, that person should also be able to see the tasks and employees assigned to the project even thought he/she does not have explicit access to each task or employee assigned to the project. This same logic is applied to the Actual Time & Costs and Approval views.

When generating reports, limited access is applied depending on the type of report and the parameters (projects, tasks, employees, etc) required to finish the report. When a list of projects, tasks, employees etc is presented, these are filtered using Limited Access. For other reports, there may be no list of employees presented when creating the report but the final report includes employees. In these situations, the employees shown in the final report are not filtered by limited access. These are normally administrative type reports.

Switching Operating modes – Limited Access

As highlighted on page 195, Limited Access can be configured in one of 2 operating modes: Manager-level or Hierarchy-based.

The following details (1) switching from manager-level to hierarchy-based, (2) switching from hierarchy-based to manager-level and (3) some tips on reviewing and cleaning up assignments after switching modes.

Switch from manager-level to hierarchy-based limited access:

IMPORTANT: Have your hierarchy structure organized and ready to implement.

To switch to hierarchy-based limited access:

- 1. Click the **Security** button in the Advanced section of the side navigation bar.
- 2. Select the **Limited Access** tab.
- 3. Expand the $\mathbf{Options}$ window at the very bottom by clicking on the expand $\mathbf{\triangle}$ button.
 - If the label shows 'Switch to **hierarchy-based** limited access mode', then you are currently in the manager-level mode and must switch operating modes Go to step 4.
 - If the label next to the first check box is 'Switch to **manager-level** limited access mode', then you are currently in the Hierarchy-based operating mode **and no further action is required**.
- 4. Check the 'Switch to' box.
- 5. Click Apply.
- 6. Acknowledge the warning message by clicking **OK**.

The following occurs after switching to hierarchy-based limited access:

In the left side pane

- A root access group is created. The name entered in the Database Options' Company Name field is initially used as the name for the root access group. This can be renamed using the Rename function
- From the root access group, a sub-level access group is created for each employee having access to the Administrative side of the software. See the 'Review and clean up' section that follows for instructions on removing unwanted access groups and assignments.
- All limited access assignments made while in Manager-level mode are lost.
- The user who executed the switch is assigned as the member for the root access group.
- This structure appears identical to the previous mode but there are important differences:
 - o Adding a new manager to the database does not automatically create an access group.
 - An administrator is able to create, edit or delete access groups.

In the right side pane

• The Managers tab is enabled.

Other

All other users logged into the application are logged out.

Switch from hierarchy-based to manager-level limited access:

■ To switch to manager-level limited access:



- 2. Select the **Limited Access** tab.
- Limited Access
- 3. Expand the **Options** window at the very bottom by clicking on the expand \textstyle button.
 - If the label shows 'Switch to **manager-level** limited access mode', then you are currently in the hierarchy-based mode and must switch operating modes Go to step 4.
 - If the label next to the first check box is 'Switch to hierarchy-based limited access mode', then you are currently in the Manager-level operating mode and no further action is required.
- 4. Check the 'Switch to' box.
- 5. Click Apply.
- 6. Acknowledge the warning message by clicking **OK**.

The following occurs after switching to manager-level limited access:

In the left side pane

- All limited access assignments made while in Hierarchy-based mode are lost.
- An access group is created for each user having access to the Administrative area of the software
 excluding Administrators.
- Until manual adjustments are made to assignments, ALL managers are assigned to all projects, tasks, task groups, employees and teams.
- This structure appears identical to the previous mode but there are important differences:
 - A manager = an access group.
 - Adding a new manager to the database automatically creates an access group.
 - Access groups cannot be added, edited or deleted.
 - Managers can no longer be assigned/unassigned from access groups.

In the right side pane

• The Managers tab is disabled.

Other

All other users logged into the application are logged out.

Reviewing and Cleaning-up assignments in hierarchy-based limited access

The following are simplified instructions describing how to review and remove assignments in the Hierarchy-based Limited Access mode. Complete instructions for creating access groups are located on page 208 and complete instructions for creating limited access assignments begin on page 210.

■ To see what items an access group has been assigned to:

In the **left side** pane:

- 1. Click on the access group's name in the hierarchy tree.
- 2. Click the **View Access Rights** button and on the toolbar above the list.

A pop-up window is displayed showing what projects, tasks, task groups, employees and teams the access group has been assigned to.

To see what access groups have been assigned to an item:

In the **right side** pane:

- 1. Select the Assign Limited Access tab.
- 2. Select the **type** of item to review (Project, Task, Task Group, Employee or Team)
- Select one or more items from the list.
- 4. Click the **View Access Rights** button a just above that list.

A pop-up window is displayed showing the access groups assigned to the item.

To review which access groups a manager is assigned to:

From the **right side** pane:

- 1. Select the manager from the Managers tab list.
- 2. Click the **Filter** button on the left side toolbar.

The access group hierarchy tree in the left pane displays the access groups for the manager and any parent groups.

3. Click the **Remove Filter** button **w** to clear the filter.

■ To remove an access group:

The following deletes the access group selected, any sub-level access groups in the branch and any assignments associated with these access groups.

- 1. Verify that the **Managers tab** is selected in the right side pane.
- 2. Click on the Access Group's name to delete.
- 3. Click the **Delete** button X on the toolbar.
- 4. Acknowledge the warning message by clicking **OK**.

■ To remove ALL access groups and all assignments:

The following deletes ALL access groups and ALL access group assignments below the root access folder. It does not delete the Root access group.

- 1. Click on the Root access group's name in the hierarchy tree.
- 2. Click the **Delete** button \times on the toolbar.
- 3. Acknowledge the warning message by clicking **OK**.

■ To remove a manager from an access group:

- 1. In the right side pane, select the Managers tab.
- 2. Check one or more access groups to unassign in the left pane.
- 3. Select the *managers* to unassign from the Managers list on the right.
- 4. Click the **Unassign** button and on the toolbar above the list of *managers*.

■ To unassign access groups from an item:

- 1. Verify that the **Assign Limited Access tab** is selected in the right pane.
- 2. Make sure that Unassign is selected in the drop-down list above this tab.
- 3. Select Projects, Tasks, Task Groups, Employees or Teams from the drop-down list.
- 4. From this list, select **the items** from which access groups will be removed.
- 5. From the hierarchy tree on the left, check \boxed{V} the **access group** from which the assignments are to be removed. When an access group is checked, all sub-level access groups in the branch are automatically checked. This is to ensure that when an item is no longer available to an access group, it is also no longer available to sub-level access groups.
- 6. Click Apply.

Summary of views and tools affected by Limited Access

The following summarizes the views and tools to which Limited Access applies.

Project Workspace > Assignments: Lists of projects, tasks, employees, teams and task groups are restricted.

Project Workspace > Budgeted Time & Costs: List of projects is restricted.

Project Workspace > Items List: Lists of employees, projects, tasks, teams and task groups are restricted.

Quick Assign: Lists of employees, projects, tasks, teams and task groups are restricted.

Reports Explorer: Report parameter selection lists of projects, tasks, employees, task groups and teams are restricted.

Actual Time & Costs: List of projects is restricted.

Approved Expenses: Lists of projects and employees are restricted.

Holiday Time Entry: List of employees is restricted.

Time Calendar > monthly view: List of employees is restricted.

Time Calendar > time entry: List of employees is restricted.

Microsoft Project Link: List of projects is restricted. **Timesheet Options**: List of employees is restricted.

Update Employee Properties: List of employees is restricted.

Locked Users

The Locked Users tab is used to manually unlock a user who has been locked from the application due to consecutive failed login attempts.

The software tracks failed login attempts by User ID and locks out a user when the number of consecutive failed login attempts reaches 5 within a span of 30 minutes. The user is automatically unlocked after 30 minutes but can be reset sooner by an administrator using the Locked Users tab in the Security section of the software.

■ To unlock a user:



- located in the Advanced section of the side navigation bar. 1. Click the **Security** button
- 2. Select the Locked Users tab.
- 3. Select the user from the list.
- 4. Click the Unlock button.

Notes:

- The Locked users function is not available to clients using **DOVICO hosted** services.
- For security reasons, the software shows users who are locked out the standard "invalid user id or password message when attempting to login.
- The number of login attempts and the lockout duration value can be modified via the web.config file located on the server where DOVICO Timesheet is installed. See instructions below.
- The Locked Users tab is only available for those users assigned to the pre-defined (built-in) Administrator security group.

How to modify the login attempt parameters:

It's a good practice to make a copy of the **web.config** file referenced in the following instructions before making the modifications.

- 1. Open the web.config file located in the \Inetpub\wwwroot\dovtimesheet folder on the server or computer where DOVICO Timesheet is installed.
- 2. Locate and edit the 'value' number in the following line to modify the number of attempts:

```
<add key="LoginNumOfInvalidTriesForBlock" value="5"/>
```

3. Locate and edit the 'value' number in the following line to modify the lockout duration - in minutes:

```
<add key="LoginDurationOfBlock" value="30"/>
```

- 4. **Save** the changes to the file.
- 5. You may be required to restart the 'World Wide Web Publishing' service in your Windows Administrative tools before the change takes effect.

Backup Audit Trail

The **Backup Audit Trail** function permits an authorized user to backup or extract audit trail information from the DOVICO Timesheet database.

See Audit Trail settings (page 178) for information on enabling the audit trail and details on what changes to the database are logged.

To backup an audit trail:



- 1. From the Tools section of the side navigation bar, select Backup Audit Trail
- 2. Specify a date from which all audit trail entries, before that date, will be backed up or extracted.
- 3. When checked, Delete all Audit Trail entries exported removes the selected audit trail entries from the database. To keep the original information within the database, uncheck this box.
- 4. Click Backup.
- 5. **Open** or **Save** the backup file when prompted.

Notes:

- The Backup Audit Trail function converts/exports the data to a comma separated (.csv) file.
- The Backup Audit Trail is only available to users with an **Administrator security** level.
- The Backup Audit Trail file created in this process should be **stored in a secure location**.

General Hints, Tips and Notes

The following is a list of general hints, tips, notes and functions to help you use DOVICO Timesheet's administrative functions to their full potential.

Administrative functionality tips

- Use the **Show/hide columns** function Ψ to show or hide columns in certain views.
- Use the **Filter** button \(\forall \) to add a filter to show only items matching the selected criteria. To remove the filter, click the \(\forall \) button.
- To copy an item, select the item, click copy item paste. Edit the copied item as necessary.
- Create project templates (page 26) to quickly & easily copy one or more projects including assignments.
- Create a new security group based on an pre-defined security group. From the Security Groups
 view, select the Pre-defined Security Group that closely matches what is required for the new
 group. Copy and paste that security group and then modify the settings of the copied security
 group and assign it to employees.
- You can view the current number of employees registered to use DOVICO Timesheet, by clicking the About button on any toolbar.
- To prevent accidental deletion of projects, tasks, employees, etc, create new security groups, remove the Delete rights from each new group and then apply the new security groups to each employee having access to the Administrative functions.

Assigning Estimated hours at the Task level

A work-around for assigning estimated hours to a task, rather than to each task/employee assignment is to create a fake or dummy employee, and assign all estimated hours for a given task to this one employee. The dummy employee will never enter time and does not require a license. The actual employees assigned to the task will not have any estimated time entered for them, but they will enter their actual time. This work-around should not be used if you need to create detailed budgeted hours and costs at the employee level. Since the estimated costs for the task is calculated using the rate assigned to the dummy employee, an 'average' rate should be assigned to this dummy employee.

Reports displaying estimates and actuals, for projects and tasks, will be accurate at the task level, but all estimates will show under one dummy employee, and all actuals will show under the correct employees. This work-around eliminates the need to split estimates by task and employee, if such detailed estimates are not required or if employees are continually being re-assigned to a task.

Unassign a user from a project without losing reporting and estimate information

 You can hide a project from time and expense entry and keep information for reporting, etc. by either hiding the specific employee assignments (page 52) or changing the project status (page 25) to anything other than 'active' or 'estimate'.

Project Conclusion

When a project is finished, rejected or cancelled, you can:

• **Inactivate** the project. From the projects view, enter the End date for the project and select a new Project Status (other than Estimate or Active). The project will still be available for reporting but it will no longer be available to employees for time and expense entry.

- Archive the project. When you check the Flag for Archive box for a project, the next time you archive information, it will remove the project name and related information from the active database and place them in the archive database. You can report on the information as needed when you open the archive database, however the information will no longer be available for reporting in the active database.
- Deleting the project is not recommended because all related information will also be deleted and cannot be recovered.

New employee

When new employees are hired, here are the steps to follow for setting up these employees for time and expense entry:

- Check for available licenses to make sure you have enough licenses to use for the new employee(s). Click the About button in any toolbar to find out how many licenses have been purchased and how many are used.
- From the Project Assignments view, add the new employee. Take note of the employee's User ID and Password. Make certain you select at least 'Time and Expense Entry only' in the Software Access field and that the Security level is at least set to 'Time and Expense Entry'. This will ensure that the employee can enter time and expenses.
- If cost reporting is used, apply the proper Rate of Wages (Pay Rate) and Rate Charged (Billing Rate) to the employee.
- From the employee's properties window T, click the Additional tab and set applicable Leave/Absences Rules and Instant Email Notification settings.
- Add the new employee to any applicable Approval workflows.
- Use Quick Assign to assign projects and tasks for the new employee. If the new employee will have similar assignments as an existing employee, you can use the Copy Employee Assignments function and then edit individual assignments as necessary.
- Add the new employee to any applicable scheduled reporting or notification jobs (Job Scheduler).
- Use the Timesheet Options view to customize the employee's time and expense entry screens.
- Send the new employee, his/her User ID, Password and the URL or path to login to DOVICO Timesheet.
- Inform the employee how to use DOVICO Timesheet to enter time and expenses (or use our On Demand Training). www.dovico.com/client.html.

Data Mining

Let's take a brief look at ways you can use DOVICO Timesheet to create custom reports and link with other software.

- Generate a report in DOVICO Timesheet then click the export button on the toolbar to export it to another application (Excel, Word, etc.) for customization.
- Import or export any information in DOVICO Timesheet using the **Import/Export Tool**.
- Use data mining or business intelligence tools to extract data from the DOVICO Timesheet database. For example, using Crystal Reports or Excel, you can easily select specific fields in DOVICO Timesheet tables and create custom reports using your own business rules.
- An active link with Microsoft Excel can be established. Search for "DV1045" on DOVICO's Knowledge Base at http://www.dovico.com/techtips.html.
- A link to Microsoft Access can be established as either a two-way live link, using a Microsoft Access Project or a one-way active link with a Microsoft Access Database. Search for "DV1103" on DOVICO's Knowledge Base at http://www.dovico.com/techtips.html.

Copy/Paste

Use this option to create one or more copies of an item in the current view (only applicable in certain views).

This function is particularly useful to create a 'template' when building new projects. It is also useful in the Security Groups view when creating a **new security group**.

■ To copy an item:

- 1. From the list, **select the item** to be copied.
- 2. Click the **Copy** button •
- 3. Click the **Paste** button . The copied item will appear at the bottom of the list.
- 4. **Edit the information** for the new item as required.
- 5. Click **Save** where applicable.

Notes:

- For most views, the copy/paste function will copy all attributes including Custom fields, Notes and Risks, Phone Numbers, etc. View the information below for details on what does, or does not, get copied.
- The copy/paste function in the Project Assignments view works differently than described here. See copy project and task assignments for complete details on page 52.

Information duplicated when using the copy function:

Access Groups: All employee, project, task, task group and team assignments

Budgeted Expenses: All record details, Custom fields, Notes, Phone Numbers and Address information

Clients: All record details, Client Acronym, Custom fields, Notes, Phone Numbers and Address information

Currencies: All record details

Employees: All record details (except Tool usage), Leave/Absences Rules, Custom fields, Notes, Phone

Numbers and Address information

Expense Categories: All record details and Custom fields

Leave/Absences rules: All record details and Accrual Rules

Overtime Rates: All record details, Custom fields, Notes, Phone Numbers and Address information

Project Groups: All record details, Custom fields, Notes, Phone Numbers and Address information

Projects: All record details, Assignments, Project Approvals, Custom fields, Notes, Phone Numbers and Address information

Rates: All record details, Applied Overtime Rates, Custom fields, Notes, Phone Numbers and Address information

Regions: All record details, Custom fields, Notes, Phone Numbers and Address information

Security Groups: All record details, Permissions, Notes, Phone Numbers and Address information

Tasks: All record details, Custom fields, Notes, Phone Numbers and Address information

Task Groups: All record details, Custom fields, Notes, Phone Numbers and Address information

Teams: All record details, Custom fields, Notes, Phone Numbers and Address information

Currency converter

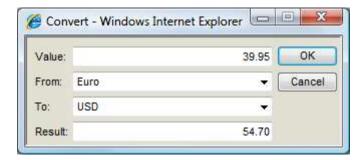
The **Currency converter** permits an expense entry amount to be converted to a different currency using the conversion rates established in DOVICO Timesheet's **Currencies** view.

■ To convert an expense entry amount:

- 1. From the Expense entry view, click in the expense's **Amount** field.
- 2. Click the **converter** button ...

The expense amount is automatically entered in the Value field.

- 3. Using the **From** drop-down list, select the original currency for the expense.
- 4. Using the To drop-down list, select the currency to convert (normally your company's base currency).
- 5. Click **OK** to accept the conversion and automatically place the new value in the expense entry's Amount field.



Note: Only the final conversion result is stored in the database. The original (From) and final (To) currencies used in the conversion are not stored. If this information is needed, make note of it in the description field.

Notes and Risks, Phone Numbers and Addresses tabs

For most items (projects, employees, clients, etc..) in DOVICO Timesheet, a series of tabs (Notes and Risks, Phone Numbers and Addresses) are available to add specific information on an item.

> Notes and Risks Phone Numbers Addresses Data

■ To add notes and risks:

- 1. Select the item from the list (for some views, click the **Properties** button).
- 2. Click the **Notes and Risks** tab at the bottom of the view or window.
- 3. In an empty row, type your text in the Notes and Risks column.
- 4. Select a date from the calendar.
- 5. Click **Save** or **Done** depending on the type of view.

■ To add phone numbers:

- 1. Select the item from the list (for some views, click the **Properties** button).
- 2. Click the **Phone Numbers** tab at the bottom of the view or window.
- 3. In an empty row, type the phone number in the Number column.
- 4. In the Description field, enter reference information for the number.
- 5. In the **Display** column, select YES to display this phone number in certain reports.
- 6. Click **Save** or **Done** depending on the type of view.

■ To add an address:

- 1. Select the item from the list (for some views, click the **Properties** button).
- 2. Click the **Addresses** tab at the bottom of the view or window.
- 3. In an empty row, enter the **Street address information** in the first and second columns.
- 4. Enter the **City**.
- 5. Enter the **State** or Province.
- 6. Enter the **Zip/Postal Code**.
- 7. In the **Display** column, select YES to display this address in certain reports.
- 8. Enter the Web Site or URL.
- 9. Enter the **E-mail** address.

Note: When adding an address for a client, select **Display = Yes** for that address to appear on the Invoice report.

■ To delete a note, phone number or address:

1. Click the **delete** button **(at the far right)** of the corresponding row to delete.

Filters

DOVICO Timesheet has 3 types of filters; basic filters (for most views), Project Assignments view filters and Limited Access group filters. The following describes how to use (1) basic and (2) limited access group filters. Go to page 53 to learn how to use filtering in the Project Assignments view.

Basic Filter

Use the **Filter** function to select criteria and only display information meeting those conditions.

The Filter function is most helpful when looking for specific information within a large database or wanting to reduce the records displayed to only those specific teams, projects, etc.

Notes:

- When a filter is applied, the remove filter button is enabled in the toolbar, and in some views 'Filter Applied' is displayed in the view's title bar.
- Filters created in a view are personal and are not applied to other users.
- When a filter is applied, it returns data from all the pages in that view.
- Basic filters are temporary and cannot be saved.

■ To apply a basic filter:

- 1. Select a view.
- 2. Click the **Filter** button ∇ on the toolbar.

A Filter window opens containing 2 tabs: Basic and Advanced.

- 3. Use the **Basic** tab to apply a filter against one or all the fields displayed in the Filter window. When criteria is selected for more than one field, the filter will return only the data that matches all the selected criteria (an AND operation). Note that the drop-down fields displayed in the Basic tab do not necessarily correspond to the columns displayed in the view.
 - a. Select criteria from one or more drop-down lists.
 - b. Press **OK** to view the results.

OR

- 4. Use the **Advanced** tab to apply a more refined filter against the view's **primary column** (see primary column list on the next page).
 - a. Select a logical operator (=, <, >, <=, >=, <>) from the first column.
 - b. Enter the filter criteria text in the second field.
 - c. (**Optional**) If a second filtering criteria is necessary, select a logical operator from the middle drop-down list (AND, OR) and select/enter data for the 4th and 5th fields.
 - d. Press **OK** to view the results.

■ To remove a basic filter:

a. Click the **Remove Filter** button won the toolbar.

OR

b. Move to a different view.

Limited Access Group filter

Use the Limited Access Group Filter function to only view those items (projects, tasks, task groups or employees) that are assigned to specific access groups.

The Limited Access Group filter is only available if you are a member of more than 1 limited access group (Hierarchy-based limited access mode only).

Notes:

- When the Limited Access Group filter is applied, it is automatically applied in 7 locations: Project
 Assignments tab, Items List Projects, Items List Tasks, Items List Task Groups, Items List Employees, Items List Teams and in the Reports Explorer when selecting report parameters..
- Limited Access Group filters created in a view are personal and are not applied to other users.

■ To apply a limited access group filter:

- 1. From the applicable view.
- 2. Click the **Limited Access Group filter** button in the toolbar.
- 3. A filter window opens.
- 4. Use the **Access Group** drop-down to select which access groups to apply as a filter.
- 5. Click **OK** to view the results.

■ To remove a limited access group filter:

- Click the Limited Access Group filter button on the toolbar.
- 2. Click the **Select All** icon.
- 3. Click OK.

Find

Use the **Find** option to search a view's primary column and display only the information that matches the query.

Tip: Use '*' as a wildcard to broaden the search. For example, to find and display all employees with last names beginning with 'D', enter D* in the Find box.

If you have many employees with the last name ending with D, there is a way to narrow your search even more. For example, enter D[a-m] * to only search for names beginning with D and with the next letter between a and m. Or enter D[^a-m] * to search for names beginning with D and whose next letter is not between a and m.

■ To find items within the primary column:

- 1. Enter the text to search for in the **Find** box at the top of the view.
- 2. Press the **Find** button to display matching records.

View	Primary column
Approved Expenses *Cannot use wildcards in Approved Expenses	Date, project name, employee name, expense category name, description, reference number, purchase order, expense sheet title and check number.
Billing	Number column
Clients - Items List	Name column
Currencies	Name column
Employees - Items List	Name column
Expense Categories	Name column
Leave/Absences Rules	Name column
Overtime Rates	Name column
Project Groups	Name column
Projects - Items List	Name column
Rates	Name column
Regions	Name column
Security Groups	Name column
Task Groups - Items List	Name column
Tasks - Items List	Name column
Teams - Items List	Name column
Workflow	Name column

■ To remove the results of a Find:

1. Delete all text in the Find box and click the **Find** button.

OR

2. Move to a different view.

Deleting/Unassign

In most views, a **Delete** function is available to delete items (employees, projects, assignments, etc.) from the database.

Careful consideration and caution should be used before using the delete function as once an item has been deleted, it cannot be recovered. An alternative to deleting is to use the **Flag for Archive** option. The **Archive** function will effectively accomplish the same as delete, but the item and all associated information will be stored in a separate, archive database.

Tip: To ensure no one accidentally deletes projects, tasks, etc, create a **new security group(s)**, remove Delete rights to the applicable views and tools for the new security group and then apply it to those employees accessing the administrative functions.

The following points describe the implications of deleting some of the more important elements within DOVICO Timesheet or removing assignments:

Assignments (Unassign)

When you remove an employee, task or project assignment, it will delete estimate/budget information but will not delete timesheet entries made for the project/task.

If an **employee** is deleted, all the hours worked for that employee are deleted. All expenses entered by the employee are deleted. All related information: hours worked for projects, project costs associated with the employee, estimates created for this employee are also deleted.

If a **task** is deleted, all the hours worked against that task are also deleted. All project costs and estimates associated with the task are also deleted.

If a **task group** is deleted, all assignments made using the task group are deleted along with any estimate information entered for those assignments. Time entries associated with the tasks that belong to the task group are not deleted.

If a **project** is deleted, all the hours worked for that project are deleted. All expenses entered for the project are deleted.

The attempt to deleted **employees**, **tasks** or **projects** that have associated time entries that are locked down (**Time Lockout**) will only be permitted for users with the appropriate Security option enabled (Time Lockout – Bulk Edit Override, page 191).

Flag for Archive

For any item in specific views (employees, projects, tasks, rates, etc.), check the **Flag for archive** box if this item is to be removed for the database and placed in the Archive Database.

Note: The Archive function is not available for those clients using DOVICO Timesheet's Hosted Online solution. It is offered as a professional service. Please contact your sales representative for details (http://www.dovico.com/contactus.html).

Careful consideration should be taken before archiving an item. The following points describe the implications of archiving some of the more important elements within DOVICO Timesheet:

If an **employee** is archived, all the hours worked for that employee are removed from the source database. All expenses entered by the employee are also removed. All related information: hours worked for projects, project costs associated with the employee, estimates created for this employee are also removed.

If a **task** is archived, all the hours worked against that task are removed from the source database. All project costs and estimates associated with the task are also removed.

If a **task group** is archived, all assignments made using the task group are removed from the source database along with any estimate information entered for those assignments made using task groups. Time entries associated with the tasks belonging to the task group are not removed.

If a **project** is archived, all the hours worked for that project are removed from the source database. All expenses entered for the project are removed.

■ To flag an item for archive:

- 1. From the view or properties window, select the **item** to flag for archive.
- 2. Locate and check the **Flag for archive** check box.
- 3. Click **Save** or **Done** depending on the type of view.

The next time the Archive Database function is run, all flagged items are removed from the source database and stored in the archive database.

Tips:

- To restore an archived item, search for 'DV1116' in **DOVICO's Knowledge base** (www.dovico.com/techtips.html) for an article detailing how this can be done.
- You can review all items flagged for archive by using the Items Flagged for Archive report.

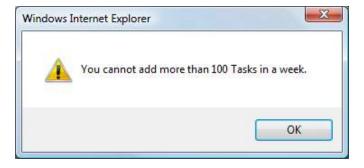
Task Limit in Timesheet Grid

DOVICO Timesheet limits the number of task assignments an employee can add to his/her weekly timesheet grid and add to the Favorites tab. By default, this limit is set to 100 task assignments.

■ How to modify the Task limit in the timesheet grid:

- 1. Open the **web.config** file located on the server or computer where DOVICO Timesheet is installed. Normally the file is in: \Inetpub\wwwroot\dovtimesheet.
- 2. Locate and edit the 'value' number in the following line:

- 3. Save the changes to the file.
- 4. You may be required to restart the 'World Wide Web Publishing' Service before the change takes effect.



PART 3 - INTEGRATION

Integration

DOVICO Timesheet's Integration section contains the built-in functionality permitting data to be linked to QuickBooks, Microsoft Project/Project Server or Active Directory.

Also included is the Import/Export tool useful to communicate information between DOVICO Timesheet and other applications in various formats (text, comma separated, html, xml, etc).

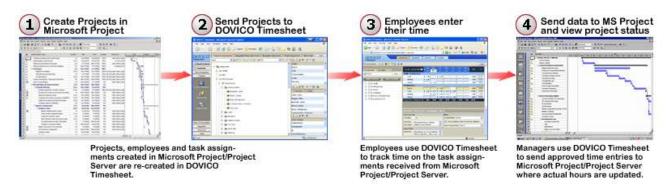
In Integration ...

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Send time to Microsoft Project Server	248
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Microsoft Project

Use DOVICO Timesheet's **Microsoft Project** Link to link project and task assignments created in Microsoft Project or Microsoft Project Server to DOVICO Timesheet.

Microsoft Project overview:



Important notes about using the Microsoft Project Link:

- DOVICO Timesheet can link with Microsoft Project 2007, Microsoft Project Server 2007, Microsoft Project 2003, Microsoft Project Server 2003, Microsoft Project 2002 and Microsoft Project Server 2002.
- The Microsoft Project Link and the Microsoft Project Server Link cannot be used together on the same DOVICO Timesheet database. Once a link is established using one link type, the other is not accessible to any user. To use the other link type, a **new database** must be created.
- Microsoft Project Server 2003 cannot be used for customers on DOVICO Timesheet's Hosted Online solution.

See **Microsoft Project Link** (page 237) to establish a link to Microsoft Project files. See **Microsoft Project Server Link** (page 244) to establish a link to Microsoft Project Server files. An **overview** of the information transferred using the Microsoft Project Link is found on page 250.

Prerequisite:

The Microsoft Project link requires **ActiveX** controls to be installed, and enabled, on the computer where Microsoft Project/Project Server Link is used. Therefore only web browsers capable of supporting ActiveX controls can be used to link Microsoft Project/Project Server files to DOVICO Timesheet. The Mozilla Firefox browser does not support ActiveX (verified January 2010).

When you access either the Microsoft Project Link or the Microsoft Project Server Link, DOVICO Timesheet will determine if ActiveX controls are installed. When not installed, the browser will attempt to download and install the required components.

There are 3 major reasons why you might be experiencing difficulties installing the ActiveX controls:

- The browser does not support ActiveX controls.
- Insufficient administrative privileges on the computer to register an ActiveX control.
- The site where you are accessing DOVICO Timesheet from should be added to your Trusted Sites list.

If the problem persists, please contact your system administrator. Note that limited functionality is possible for Microsoft Project Server using a web browser without ActiveX controls.

Microsoft Project Link

The following describes the 3 fundamental steps required to **setup** and **synchronize data** from Microsoft Project to DOVICO Timesheet. Details on how to send time entries from DOVICO Timesheet to Microsoft Project are described in **Send time to Microsoft Project** on page 242.

STEP 1: Create a resource pool (list of employees) using Microsoft Project.

STEP 2: Create the project and tasks and assign resources to each task using Microsoft Project.

STEP 3: Use DOVICO Timesheet to synchronize projects, employees and task assignments from the Microsoft Project file.

Prerequisite:

• The Microsoft Project link requires **ActiveX** controls and therefore only web browsers capable of supporting ActiveX controls can be used to link Microsoft Project files to DOVICO Timesheet. The Mozilla Firefox browser does not support ActiveX (verified January 2010).

The following describes how to create a link to a **new** Microsoft Project file. If you are creating a link to an **existing** Microsoft Project file, follow the instructions found in DOVICO Timesheet's help files (**Creating a link to an existing Microsoft Project file**).

Notes:

- Microsoft Project must be installed on the computer or workstation where the Microsoft Project Link option is used.
- Microsoft Project must be registered/activated. It cannot be in trial mode.
- If the ActiveX control fails to load either due to the browser's security settings or due to the browser's ability, a message is displayed at the bottom of the view.

STEP 1: Create a Resource Pool

To prepare employee project and task assignment files used for time entry, you must first create a list of employees who will be assigned to those projects and tasks. The employee list is created using a resource pool in Microsoft Project. Resources (or employees) entered in the pool can be shared between all Microsoft Project projects. When a Microsoft Project resource pool is linked to DOVICO Timesheet, employees assigned to each project are automatically added to the DOVICO Timesheet database.

Warning: If an employee entered in the Resource Pool already exists in DOVICO Timesheet, that employee will be duplicated in DOVICO Timesheet the first time the link is created. To correct this, search for 'DV1157' in DOVICO's Knowledge Base (http://www.dovico.com/techtips.html).

- 1. Start Microsoft Project.
- 2. Select File, New.
- 3. Select View, Resource Sheet.
- 4. Create the **employee** names for all resources. Names should be entered as First Name then Last Name. Employee names must include both a first and last name to be successfully imported into DOVICO Timesheet.
- 5. Select Tools, Resources Sharing, Share Resources.
- 6. Select Use own resources and click OK.
- 7. **Save** the file (example: Resources.mpp). If this resource pool file is to be shared, it should be saved in a shared folder on a network accessible to all managers using DOVICO Timesheet.
- 8. Close the file.

Note: If a synchronized employee in the Microsoft Project resource pool file is ever deleted, that employee will remain in the DOVICO Timesheet database and therefore existing time entries will not be removed.

STEP 2: Create a project and tasks, and assign employees to each task

- 1. Start Microsoft Project.
- 2. Select File, Open and select the resource pool file previously created in Step 1.
- 3. Select **File**, **New** and create a new (blank) project.
- 4. Select Tools, Resources Sharing, Share Resources.
- 5. Select the **Use resources** option and select the **resource file** (opened in step 2 above) from the drop-down list and click OK.

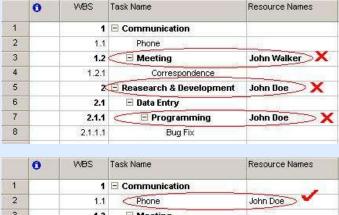


6. Create the project plan and its tasks.

7. For each task entered, assign an employee from the resource pool.

Notes:

 DOVICO Timesheet only accepts resource assignments made to the lowest level task assignments in Microsoft Project. The synchronization of assignments will fail if resources assignments are made to rolled-up tasks as shown below.



0	WBS	Task Name	Resource Names
	1	☐ Communication	
	1.1	Phone	John Doe
	1.2	☐ Meeting	3.50
	1.2.1	Correspondence	John Walker
	2	☐ Reasearch & Development	TV 10
	2.1	⊡ Data Entry	
	2.1.1	☐ Programming	
	2.1.1.1	Bug Fix	John Doe
	0	1 1.1 1.2 1.2.1 2 2.1 2.1.1	1 Communication 1.1 Phone 1.2 Meeting 1.2.1 Correspondence 2 Reasearch & Development 2.1 Data Entry 2.1.1 Programming

- DOVICO Timesheet does not support blank rows in a Microsoft Project file. Any blank rows within a Microsoft Project file must be removed prior to creating the link.
- 8. **Save** the file. This file should be saved in a shared folder on the Network accessible to all managers using DOVICO Timesheet.
- 9. Exit Microsoft Project.

STEP 3: Create a link in DOVICO Timesheet

After the link is successfully created:

- The project (with an .mpp extension) is added to the list of projects in DOVICO Timesheet. You can edit project information in DOVICO Timesheet without affecting the link or Microsoft Project files
- The employees are added to the list of employees in the DOVICO Timesheet database.
- Tasks are not added to the list of tasks in DOVICO Timesheet. However, the tasks are displayed in the Project Assignments view and are available to employees entering time.
- 1. Exit Microsoft Project if it is currently running. This step is very important to ensure that the link is properly created.
- 2. Select **Microsoft Project** from the Integration section of the side navigation bar.
- 3. Select the Project Link tab.
- 4. Click the Add Resources button located below the Resource list box.

Note: If resources are already listed in the Resources list box, the label on this button will read Get Resources and clicking it will cause the resource list to be updated.

5. Locate and open the resource file.

Windows 2000, 2003 or XP

In the Look in box, use **Network Neighborhood** or **My Network Places** to find and open the resource file created in the previous steps. **Do not use a Mapped Network Drive** to locate the file. Using Network Neighborhood or My Network Places creates a Universal Naming Convention (UNC) and ensures that the file is accessible by everyone.

Windows Vista

Use **Network** to find and open the resource file. **Do not use a Mapped Network Drive** to locate the file.

6. Click Open.

The employees listed in the resource pool file are displayed in the Resource list and are added to the Project Assignment view's employee list.

Microsoft Project		DOVICO Timesheet
Resource first name	-	Employee first name
Resource last name	-	Employee last name
Resource email address (optional)	•	Employee email address

7. For each employee added, you will need to edit their **User ID** and **Password** information as random data is entered in these fields when an employee is added from the resource pool. You will also need to modify the **Software access** field for each new employee as 'None' is selected by default. Use either the **Project Assignment view's employee list** or the **Items List - Employees view** to edit this information.

The employees have now been imported into DOVICO Timesheet. The next steps involve importing the Microsoft Project file and its tasks.

- 8. Click the **Add Project** button located below the Project list box.
- 9. In the Look in box, use **Network Neighborhood** or **My Network Places** to find and select the **project file** created in the previous steps. **Do not use a Mapped Network Drive** to locate the file.
- 10. Click **Open**. The project, its tasks and assignments are added to DOVICO Timesheet. The project (with the mpp extension) and its tasks are displayed in the Project Assignments view. Changes to assignments can only be accomplished using Microsoft Project.

Microsoft Project		DOVICO Timesheet
Projects	-	Projects
Tasks	-	Tasks
Resource Assignments	•	Task Assignments

Work	-	Estimate hours
Assignment Start and Finish dates	-	Assignment Start and Finish dates
WBS code (optional)	•	WBS code

The project assignments are now created in DOVICO Timesheet and employees can begin tracking their time against this project.

Instructions on how to send time from DOVICO Timesheet to the Microsoft Project file are found on the next page.

Notes:

- If you edit a project plan file in Microsoft Project, you will need to re-synchronize by selecting the file from the Project List box and clicking Get Assignments.
- If you rename or move the Microsoft Project file, the link will be broken and you will receive an error message when trying to send time. To repair a broken link, select the project from the Project List box and click the Change Link button to locate the file. Only one project should be selected from the Project List box before the Change Link button is used.
- The projects, tasks and employees imported into DOVICO Timesheet may or may not be automatically available to all other managers using DOVICO Timesheet. The availability of imported items to other managers is determined by the status of the 'Grant Access automatically...' checkbox located in the Limited Access tab (page 198).

Sending time to Microsoft Project

The following describes how to send approved time from DOVICO Timesheet to Microsoft Project. The following assumes working knowledge of Microsoft Project and its terminology.

An **overview** of the information transferred using the Microsoft Project Link is found on page 250.

■ To send time to Microsoft Project files:

- 1. Exit Microsoft Project if it is currently running.
- 2. From DOVICO Timesheet, select **Microsoft Project** from the Integration section of the side navigation bar.
- 3. Select one or more **projects** from the Project list box.

When DOVICO Timesheet sends time to Microsoft Project, it sends the time as total hours (or additional hours). No information regarding the dates when time was actually worked is sent to Microsoft Project. Microsoft Project places the hours received from DOVICO Timesheet in its scheduled period or around the project status date (see step 5 below).

Simplified example: In DOVICO Timesheet, for a given task, 2 hours are entered on Monday, 3 hours on Tuesday and 4 hours on Friday. When this time is sent from DOVICO Timesheet to Microsoft Project, a total of 9 hours are sent and Microsoft places these 9 hours in its scheduled period. If the scheduled period was Monday through Friday, 8 hours will be placed on Monday and 1 hour will appear on Tuesday.

- 4. Click the **Send Time** button located below the Resource list box.
- 5. A pop-up window opens showing the previous project status date and how many hours are ready to be submitted for each project selected in step 3.

If the selected project has an established previous status date, you should continue to use the Status Date option, otherwise you may experience unexpected results within Microsoft Project.

Two options are available when sending time to Microsoft Project:

Status date:

- When unchecked and if the Microsoft Project file has no preset Project Status date, all time
 is sent to Microsoft Project regardless of when it was worked and is placed in the time period
 in which it was planned in Microsoft Project. If the Microsoft Project file has a preset Project
 Status date, the time sent is placed according to the project status date.
- When checked, only time worked on or before the project status date is sent to
 Microsoft Project. In Microsoft Project, the time worked and remaining work are scheduled
 around the project status date. Using this option permits the Microsoft Project plan to be releveled and then synchronized with DOVICO Timesheet (Get Assignments) so employees can
 see their revised scheduled task dates.
 - Check the Use status date checkbox.
 - Click the calendar icon to select a status date. Normally, the project status date is set to the end of the reporting period.
 - Click **Refresh** to update the summary information.

For work done on a task scheduled **on** or **before** the project status date, Microsoft Project places the actual time worked (received from DOVICO Timesheet) in the period it was originally scheduled for in Microsoft Project. Any remaining work portions are moved after the status date.



For work done on a task that is scheduled **after** the project status date, Microsoft Project places the actual time somewhere before the status date and moves any remaining work after the status date.



Based on your project's task dependencies, the remaining work portions will likely not appear next to the project status date as displayed in these simplified diagrams.

Send ETC:

- When checked, the ETC values entered by the employees are sent to Microsoft Project as Remaining Work. The Duration and % Complete fields in Microsoft Project are automatically updated. Task Finish dates are adjusted based upon the Actual Work and ETC fields.
- When unchecked, no ETC values are sent to Microsoft Project.

6. Click OK.

Approved time is sent to the Microsoft Project file.

DOVICO Timesheet		Microsoft Project
Approved time	•	Actual Work
ETCs (optional)	•	Remaining Work
Status date (optional)	-	Project Status date

Notes:

- Only approved time in DOVICO Timesheet is sent to Microsoft Project.
- The list of projects displayed in the Project list box may be limited if Limited Access to projects is applied to the user.
- In Microsoft Project, if **no ETCs** are received from DOVICO Timesheet, the Remaining Work is equal to Work minus Actual Duration.
- If a time entry is deleted from DOVICO Timesheet, the corresponding time will not be removed from Microsoft Project.
- If using the Project Status date option, you may find that some uncompleted tasks are not automatically
 moved past the Status date. You can control whether or not uncompleted work is rescheduled. Search
 for 'Reschedule uncompleted work' in Microsoft Project's help file.

Tip: Press the **Synchronize All** button to automatically Get Resources, Get Assignments and Send Time for the selected projects.

Microsoft Project Server Link

Use DOVICO Timesheet's Microsoft Project Server Link to link project and task assignments created in Microsoft Project Server to DOVICO Timesheet. When a link is created, employees use DOVICO Timesheet to track time on the task assignments created in Microsoft Project Server. When time entries are submitted and approved, the actual hours worked are updated in Microsoft Project Server files.

The following describes the fundamental steps required to **setup** and **synchronize data** from Microsoft Project Server to DOVICO Timesheet. Details on how to send time entries from DOVICO Timesheet to Microsoft Project Server are described in **Send time to Microsoft Project Server** on page 248.

- **STEP 1**: Establish the connection to Microsoft Project Server.
- STEP 2: Synchronize the Resource pool.
- STEP 3: Synchronize projects, employees and task assignments from the Microsoft Project Server file.

Prerequisite:

The Microsoft Project Server link requires **ActiveX** controls and therefore only browsers capable of supporting ActiveX controls can be used to link Microsoft Project Server files to DOVICO Timesheet. The Mozilla Firefox browser does not support ActiveX (verified January 2010). Limited functionality is available without ActiveX controls, see Notes below.

Notes:

- Limited functionality is available when using Microsoft Project Server Link on a browser without ActiveX controls. Functionality is limited to Get Resources, Add Projects, Get Assignments and Change Links.
- Microsoft Project must be installed on the computer or workstation where the Microsoft Project Server Link option is used.
- Microsoft Project must be registered/activated. It cannot be in trial mode.
- Microsoft Project Server 2003 cannot be used for customers on DOVICO Timesheet's Hosted Online solution.
- If the ActiveX control fails to load either due to the browser's security settings or due to the browser's ability, a message is displayed at the bottom of the view.

STEP 1: Establish connection information

- Select Microsoft Project from the Integration section of the side navigation bar.
- 2. Select the Project Server Link tab.
- 3. In the Connection Information area, enter the Microsoft Project Server URL.
- 4. Select your login **Authentication** format.
- 5. Enter the Microsoft Project Server Authentication **User name** and **Password**.
 - If using Windows Authentication and entering a domain user account, then the User account must be formatted as 'userid@domainname' or 'domainname\userid'.
- 6. Click the **Apply** button.

Note: The Windows Authentication option cannot be used by customers on DOVICO's Hosted services.

Warning: Before moving to the next step you must ensure that you have added a Microsoft Project Server Account in Microsoft Project under Tools, Enterprise Options, Microsoft Office Project Server Accounts. After which you will be prompted to connect to a Microsoft Project Server Account each time you access Microsoft Project.

STEP 2: Synchronize the Resource pool

When a Microsoft Project Server resource pool is linked to DOVICO Timesheet, employees assigned to each project are automatically added to the DOVICO Timesheet database.

Warnings:

- If an employee entered in the Microsoft Project Server Resource Pool already exists in DOVICO Timesheet, that employee will be duplicated in DOVICO Timesheet the first time the link is created. To correct this, search for 'DV1157' in DOVICO's Knowledge Base (http://www.dovico.com/techtips.html).
- Employee names must include both a first and last name to be successfully imported into DOVICO Timesheet.
- 1. Start Microsoft Project Server.
- 2. From DOVICO Timesheet, select the **Project Server Link** tab.
- 3. Click the **Get Resources** button located below the Resource list box.

Microsoft Project Server		DOVICO Timesheet
Resource first name	-	Employee first name
Resource last name	-	Employee last name
Resource email address (optional)	•	Employee email address

4. For each employee added, you will need to edit their User ID and Password information as random data is entered in these fields when an employee is added from the resource pool. You will also need to modify the Software access field for each new employee as 'None' is selected by default. Use either the Project Assignment view's employee list or the Items List -**Employees view** to edit this information.

Note: If a synchronized employee in the Microsoft Project Server resource pool file is ever deleted, that employee will remain in the DOVICO Timesheet database.

STEP 3: Create a link in DOVICO Timesheet

When a link is created:

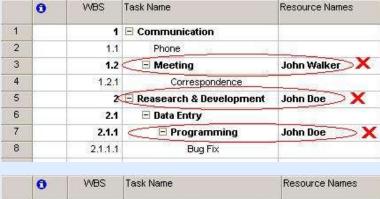
- The project is added to the list of projects in DOVICO Timesheet. You can edit project information in DOVICO Timesheet without affecting the link or Microsoft Project Server files.
- Tasks are not added to the list of tasks in DOVICO Timesheet. However, the tasks are displayed in the Project Assignments view and are available to employees entering time.

Prerequisite:

DOVICO Timesheet only supports task assignments from the bottom level tasks in the Microsoft Project Server file.

Notes:

DOVICO Timesheet only accepts resource assignments made to the lowest level task assignments in Microsoft Project. The synchronization of assignments will fail if resources assignments are made to rolled-up tasks as shown below.





- DOVICO Timesheet does not support blank rows in a Microsoft Project file. Any blank rows within a Microsoft Project file must be removed prior to creating the link.
- 1. Click the **Add Project** button located below the Project list box.
- 2. A pop-up window opens listing all Microsoft Project Server projects not currently linked to DOVICO Timesheet.
- 3. Select a **project** from the list and click **OK**.
- 4. The project, its tasks and assignments are added to DOVICO Timesheet. The project (with the 'published' extension) and its tasks are displayed in the Project Assignments view. Changes to assignments can only be accomplished using Microsoft Project.

Microsoft Project Server		DOVICO Timesheet
Projects	-	Projects

Tasks	-	Tasks
Resource Assignments	-	Task Assignments
Work	-	Estimate hours
Assignment Start and Finish dates	•	Assignment Start and Finish dates
WBS code (optional)	-	WBS code

The project assignments are now created in DOVICO Timesheet and employees can begin tracking their time against this project.

Instructions on how to send time from DOVICO Timesheet to the Microsoft Project Server file begin on the next page.

Notes:

- WBS codes are only communicated to DOVICO Timesheet when they have been defined in Microsoft Project Server (From Microsoft Project Server, select Project | WBS | Define Code).
- If you edit a project plan file in Microsoft Project Server, you will need to re-synchronize by selecting the file from the Project List box and clicking Get Assignments.
- If you rename or move the Microsoft Project Server file, the link will be broken and you will receive an error message when trying to send time. To repair a broken link, select the project from the Project List box and click the Change Link button to locate the file. Only one project should be selected from the Project List box before the Change Link button is used.
- The projects, tasks and employees imported into DOVICO Timesheet may or may not be automatically available to all other managers using DOVICO Timesheet. The availability of imported items to other managers is determined by the status of the 'Grant Access automatically...' checkbox located in the Limited Access tab (page 198).

Sending time to Microsoft Project Server

The following describes how to send approved time from DOVICO Timesheet to Microsoft Project Server.

An **overview** of the information transferred using the Microsoft Project Link is found on page 250.

■ To send time to Microsoft Project Server files:

- 1. **Login** to Microsoft Project Server.
- 2. From DOVICO Timesheet, select **Microsoft Project** from the Integration section of the side navigation bar.
- 3. Select one or more **projects** from the Project list box.

When DOVICO Timesheet sends time to Microsoft Project, it sends the time as total hours (or additional hours). No information regarding the dates when time was actually worked is sent to Microsoft Project. Microsoft Project places the hours received from DOVICO Timesheet in its scheduled period or around the project status date (see step 5 below).

Simplified example: In DOVICO Timesheet, for a given task, 2 hours are entered on Monday, 3 hours on Tuesday and 4 hours on Friday. When this time is sent from DOVICO Timesheet to Microsoft Project, a total of 9 hours are sent and Microsoft places these 9 hours in its scheduled period. If the scheduled period was Monday through Friday, 8 hours will be placed on Monday and 1 hour will appear on Tuesday.

- 4. Click the **Send Time** button located below the Resource list box.
- 5. A pop-up window opens showing the previous status date and how many hours are ready to be submitted for each project selected in step 3.

If the selected project has an established previous status date, you should continue to use the Status Date option, otherwise you may experience unexpected results within Microsoft Project.

Two options are available when sending time to Microsoft Project Server:

Status date:

- When unchecked and if the Microsoft Project file has no preset Project Status date, all time is sent to Microsoft Project regardless of when it was worked and is placed in the time period in which it was planned in Microsoft Project. If the Microsoft Project file has a preset Project Status date, the time sent is placed according to the project status date.
- When checked, only time worked on or before the project status date is sent to Microsoft Project. In Microsoft Project, the time worked and remaining work are scheduled around the project status date. Using this option permits the Microsoft Project plan to be releveled and then synchronized with DOVICO Timesheet (Get Assignments) so employees can see their revised scheduled task dates.
 - Check the **Use status date** checkbox.
 - Click the **calendar icon** to select a status date. Normally, the project status date is set to the end of the reporting period.
 - Click **Refresh** to update the summary information.

For work done on a task scheduled on or before the project status date, Microsoft Project places the actual time worked (received from DOVICO Timesheet) in the period it was originally scheduled for in Microsoft Project. Any remaining work portions are moved after the status date.



For work done on a task that is scheduled after the project status date, Microsoft Project places the actual time somewhere before the status date and moves any remaining work after the status date.



Based on your project's task dependencies, the remaining work portions will likely not appear next to the project status date as displayed in these simplified diagrams.

Send ETC:

- When checked, the ETC values entered by the employees are sent to Microsoft Project as Remaining Work. The Duration and % Complete fields in Microsoft Project are automatically updated. Task Finish dates are adjusted based upon the Actual Work and ETC fields.
- When unchecked, no ETC values are sent to Microsoft Project.
- 6. Click OK.

Approved time is sent to the Microsoft Project file.

DOVICO Timesheet		Microsoft Project Server
Approved time	•	Actual Work
ETCs (optional)	•	Remaining Work
Status date (optional)	-	Project Status date

Notes:

- Only approved time in DOVICO Timesheet is sent to Microsoft Project.
- The list of projects displayed in the Project list box may be limited if Limited Access to projects is applied to the user.
- In Microsoft Project, if no ETCs are received from DOVICO Timesheet, the Remaining Work is equal to Work minus Actual Duration.
- If a time entry is deleted from DOVICO Timesheet, the corresponding time will not be removed from Microsoft Project Server.
- If using the Project Status date option, you may find that some uncompleted tasks are not automatically moved past the Status date. You can control whether or not uncompleted work is rescheduled. Search for 'Reschedule uncompleted work' in Microsoft Project Server's help file.

Tip: Press the Synchronize All button to automatically Get Resources, Get Assignments and Send Time for the selected projects.

Data transferred using Microsoft Project/Project Server

The following provides details on the data transferred between DOVICO Timesheet and Microsoft Project/Project Server when specific actions are performed using the Microsoft Project or Microsoft Project Server Link.

The following assumes the reader has working knowledge of Microsoft Project and DOVICO Timesheet's Microsoft Project/Project Server Link.

Add/Get Resources

Clicking the Add/Get Resources button transfers all employees from the Microsoft Project/Project Server Resource pool to the DOVICO Timesheet database. If Get Resources is selected a second time, only new and modified employees are synchronized back to DOVICO Timesheet. After its initial use, the Add/Get Resources button only needs to be used when modifications or additions are made to the Microsoft Project/Project Server resource pool.

The employee first and last names and email addresses are transferred from Microsoft Project to DOVICO Timesheet. Employee properties are editable in DOVICO Timesheet except for the employee's First and Last name.

Microsoft Project/Project Server		DOVICO Timesheet
Resource first name	>	Employee first name
Resource last name	-	Employee last name
Resource email address (optional)	•	Employee email address

Add Projects

Clicking the Add Project button transfers the selected project, its tasks and resource assignment details from Microsoft Project/Project Server to DOVICO Timesheet. The Add Project button is only required when a new project is sent from Microsoft Project/Project Server to DOVICO Timesheet.

The **project** is added to the DOVICO Timesheet database and its properties are editable using DOVICO Timesheet.

Tasks are not added to the DOVICO Timesheet's Tasks view but are displayed in the Project Assignments view, Budgeted Time & Costs view and to employees entering time.

Task assignment information transferred is limited to the resources (employees) assigned to the tasks, the tasks' scheduled Start and Finish dates, the estimated hours and the task assignments' WBS codes. The assignments are displayed in the Project Assignments view, and the task assignment details can be viewed using the Budgeted Time & Costs view. The task assignments budget information cannot be edited using DOVICO Timesheet (Estimated hours, Adjusted hours, Start and Finish dates and WBS codes).

Microsoft Project/Project Server		DOVICO Timesheet
Projects	-	Projects
Tasks	-	Tasks
Resource Assignments	-	Task Assignments

Work	•	Estimate hours
Assignment Start and Finish dates	-	Assignment Start and Finish dates
WBS code (optional)	•	WBS code

Get Assignments

Clicking the Get Assignments button updates the task assignments information from Microsoft Project/Project Server to DOVICO Timesheet. That is; resources assigned to the tasks, new tasks (if any), task scheduled Start and Finish dates, estimated hours and WBS codes. This function should be used after modifications are made to the Microsoft Project/Project Server plan file.

Microsoft Project/Project Server		DOVICO Timesheet
Tasks	•	Tasks
Resource Assignments	-	Task Assignments
Work	-	Estimate hours
Assignment Start and Finish dates	-	Assignment Start and Finish dates
WBS code (optional)	-	WBS code

Send Time

Clicking the Send Time button sends approved time from DOVICO Timesheet to Microsoft Project/Project Server.

Approved time is sent as new (or additional) hours per assignment and appears as Actual Work in Microsoft Project/Project Server.

If selected, ETC values (in hours) are transferred from DOVICO Timesheet to Microsoft Project/Project Server. These appear as Remaining Work in Microsoft Project/Project Server.

If selected, the project status date is transferred from DOVICO Timesheet to Microsoft Project/Project Server.

DOVICO Timesheet		Microsoft Project/Project Server
Approved time	•	Actual Work
ETCs (optional)	-	Remaining Work
Status date (optional)	•	Project Status date

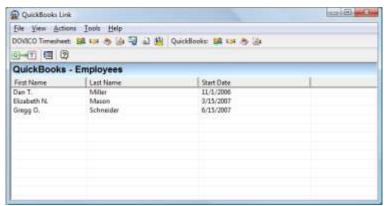
Synchronize All

Clicking the Synchronize All button will perform the functions, described above, in the following order: Get Resources, Get Assignments and Send Time.

QuickBooks - Overview

DOVICO Timesheet includes the ability to transmit time and expenses to QuickBooks. From QuickBooks. time entries can then be used to invoice clients or pay employees. Transmitted expenses can be used to reimburse employees or to pay vendors.

The **QuickBooks Link** is a separate program launched in its own window. It is from the QuickBooks Link application window where time and expenses are sent from DOVICO Timesheet to QuickBooks. In addition to this core functionality, the QuickBooks Link application is used to synchronize the basic items required to track time and expenses (i.e. projects, tasks, employees) between DOVICO Timesheet and QuickBooks.



The QuickBooks Link application window

QuickBooks System Requirements:

- The operating system used must be Windows XP or higher.
- Microsoft .NET Framework version 2.0 must be installed on the operating system in use.
- A direct connection to the SQL database where DOVICO Timesheet resides is required (LAN/Intranet setup or a VPN).
- US, UK and CDN QuickBooks versions 2006 or above.
 - For Windows Vista, versions 2007 and above.
 - OuickBooks version 2005 and below may be used if there is no requirement to use time for payroll and to link expenses.

In QuickBooks ...

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Notes:

- The QuickBooks Link can only link with 1 QuickBooks file.
- The QuickBooks Link cannot be used with DOVICO Timesheet's Hosted Online solution.

Connection Setup

Before using the QuickBooks Link for the first time, a few connection and configuration options must be set.

The QuickBooks Link setup involves 2 series of instructions. This first series are connection related instructions to ensure that QuickBooks and DOVICO Timesheet have the appropriate accounts, preferences and services to be able to communicate between each other. These normally have to be completed only once.

The second set of instructions (page 255) are required to establish for which employees, projects, clients and tasks will time and expense information be sent from DOVICO Timesheet to QuickBooks. These may need to be occasionally reviewed as new projects, employees, etc. are established.

Once all these associations have been set, it is usually a simple matter to send time and expenses to QuickBooks.

Another item to note is that DOVICO Timesheet and QuickBooks use different terminology for some key types of information. However you can customize DOVICO Timesheet terminology to meet your needs (e.g. change client to customer). A list of field name cross references is provided on page 270.

- A 'client' in DOVICO Timesheet is a 'customer' in QuickBooks.
- A 'project' in DOVICO Timesheet is a 'job' in QuickBooks.
- A 'task' in DOVICO Timesheet is a 'service item' in QuickBooks.

Connection Setup instructions:

The following **mandatory** sets of setup instructions are accomplished from within the QuickBooks application.

STEP 1

Open a **Company** in QuickBooks.

NOTE: Instructions on navigating within QuickBooks may vary depending on the version being used.

STEP 2

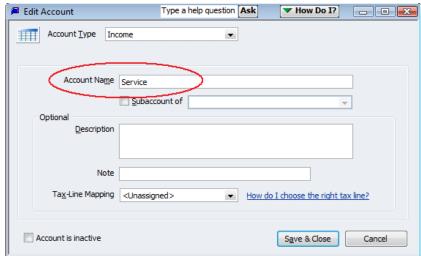
Time Tracking must be turned on in QuickBooks to synchronize timesheets:

- a) From QuickBooks, select Edit > Preferences.
- b) Locate and select **Time Tracking** in the left side pane of the Preferences pop-up window.
- c) Select the **Company Preferences** tab.
- d) Set the 'Do You Track Time?' option to Yes.

STEP 3

An account called **Service** must be created:

- a) From QuickBooks, select Lists > Chart of Accounts.
- b) Right click in the Chart of Accounts view and select New.
- c) Select a **Type** of account. <u>DO NOT</u> select 'Accounts Receivables'. All other account types are acceptable.
- d) Type Service in the Account Name box and click Save/OK.

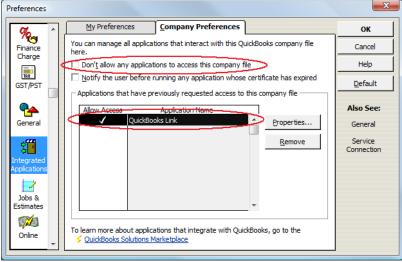


QuickBooks > New Account window

STEP 4

Verify that QuickBooks does not prevent DOVICO Timesheet from modifying the Company file and that access to Social Security information is granted.

- a) From QuickBooks, select **Edit** > **Preferences** from the menu.
- b) Select Integrated Applications on the left.
- c) Select the **Company Preferences** tab on the right.
- d) Verify that the 'Don't allow any applications to access this company file' option is **unchecked**.
- e) Select QuickBooks Link in the Application Name field and check the Allow Access column.



QuickBooks > Integrated Applications > Company Preferences settings

- f) Click the **Properties...** button.
- g) Select the Access Rights tab and check the Allow this application to access Social Security... box.
- h) Click **OK** to modify the rights.
- i) Click **OK** to close the Preferences window.

This completes the connection related setup instructions. The next steps (Synchronizing Items) involve synchronizing the employees, projects, etc for which time and expenses will be sent to QuickBooks.

Synchronize Items

Before you can begin to regularly send time and expenses from DOVICO Timesheet to QuickBooks, the employees, clients, projects, tasks and their relationships must exist in both applications. The QuickBooks Link eliminates the need to manually create these. Existing items in one application can be recreated in the other using the synchronization functions. For example, projects created in DOVICO Timesheet can be automatically recreated (as jobs) in QuickBooks or jobs created in QuickBooks can be automatically recreated (as projects) in DOVICO Timesheet. The same applies to employees, clients (customers) and tasks (service items).

In addition, when time sent is to be used with QuickBooks' payroll functionality, then payroll rules must be created to map employee time to the right payroll item in QuickBooks. Similarly when expenses are sent, these must be mapped to Expense Accounts in QuickBooks.

Only once all these have been synchronized and mapped can time and expenses be successfully sent from DOVICO Timesheet to QuickBooks.

Prerequisite:

Before starting to synchronize information, all instructions in the Connection Setup section (page 253) must have been performed or verified.

■ To synchronize items between applications:

- 1. Start QuickBooks.
- 2. From DOVICO Timesheet, select **QuickBooks** from the Integration section of the side navigation bar and click the link labeled 'Click on this link to run the QuickBooks link.' in the view on the riaht.
- 3. Select **Open/Run**, or save and open the file (TimesheetApplicationLauncher.exe).

Note: If the 'TimesheetApplicationLauncher.exe' file is saved (in step 3 above), it should be deleted after using QuickBooks Link.

Before sending time or expense entries to QuickBooks, the following steps must be followed, **in order**.

- 1. Synchronize **Employees** (page 256)
- 2. Synchronize Clients/Customers (page 257)
- 3. Synchronize **Projects/Jobs** (page 258)

If sending time entries to QuickBooks

4. Synchronize **Tasks/Service Items** (page 259)

If sending time entries to pay employees

Associate **Payroll Rules** to employees (page 260)

If sending expenses to QuickBooks

5. Synchronize Expense Categories (page 262)

Notes about synchronizing items:

- Any errors occurring while synchronizing will be logged in the qb.log file located in the ..\Documents\DOVICO Applications\QuickBooks Link\ folder.
- The items imported into DOVICO Timesheet from QuickBooks may not be automatically available to all other managers using DOVICO Timesheet. The availability of imported items to other managers is determined by the status of the 'Grant Access automatically...' checkbox located in the Limited Access tab (page 198).

Synchronizing Employees

When synchronizing employees for the first time, employees can either be sent from DOVICO Timesheet to QuickBooks or vice versa. These only need to be synchronized once unless employees are added at a later time.

Note: If you have not synchronized your employees before and an employee with the same name exists in both DOVICO Timesheet and QuickBooks, then one of these must be renamed.

■ To synchronize employees:

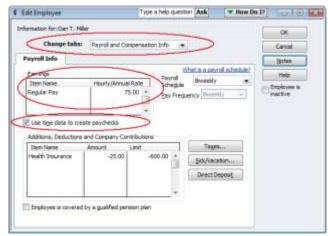
1. From the QuickBooks Link application window.

To synchronize en DOVICO Timesheet			To synchronize employees from QuickBooks to DOVICO Timesheet
Click the employee icon Timesheet section of the		2.	Click the employee icon in the QuickBooks section of the toolbar.
DOVICO Timesheet:	⇒ ♦ [4] □ □ □		QuickBooks: 🔛 🗪 🤚
3. Select the employees to	synchronize.	3.	Select the employees to synchronize.
4. Click Synchronize	on the toolbar.	4.	Click Synchronize on the toolbar.

If time is being sent to be used with QuickBooks' **payroll** functionality, additional options must be set/verified in QuickBooks. This must be done for each synchronized employee.

From QuickBooks:

- a) Select Employees > Employee Center.
- b) Select the Employee tab and double click on the employee name.
- c) Select **Payroll and Compensation Info** from the Change tabs drop-down list.
- d) Enter one or more **Earnings items** (payroll items) for the employee. These are used in the QuickBooks Link application to map employee time entries to specific payroll/Earnings items (page 260).
- e) Check the 'Use time data to create paychecks' option.
- f) Click **OK**.Repeat steps a f for each employee.



QuickBooks > Employee > Payroll info window

The next step is to synchronize Clients/Customers

Synchronizing Clients/Customers

Use the QuickBooks Link to synchronize clients/customers. When synchronizing for the first time, clients/customers can either be sent from DOVICO Timesheet to QuickBooks or vice versa. These only need to be synchronized once unless clients/customers are added at a later time.

Note: If you have not synchronized your clients/customers before and an item with the same name exists in both DOVICO Timesheet and QuickBooks, then one of these must be renamed.

■ To synchronize clients/customers:

1. From the QuickBooks Link application window.

	To synchronize clients from DOVICO Timesheet to QuickBooks		To synchronize customers from QuickBooks to DOVICO Timesheet
2.	Click the client icon in the DOVICO Timesheet section of the toolbar.	2.	Click the customer icon in the QuickBooks section of the toolbar.
	DOVICO Timesheet: 😂 😂 🎍 👰 🔊 🕸		QuickBooks: 😂 😂
3.	Select the clients to synchronize from the list.	3.	Select the customers to synchronize.
4.	Click Synchronize on the toolbar.	4.	Click Synchronize O the toolbar.

The next step is to synchronize Projects/Jobs

Synchronizing Projects/Jobs

Use the QuickBooks Link to synchronize the projects/jobs against which time will be tracked. When synchronizing for the first time, projects/jobs can either be sent from DOVICO Timesheet to QuickBooks or vice versa. These only need to be synchronized once unless projects/jobs are added at a later time.

Notes:

- Only the projects/jobs associated with clients/customers are available for synchronization. If no projects
 are listed or a project is missing, you will have to review your list of synchronized clients or assign a client
 to the project.
- Projects linked to Microsoft Project/Project Server are not available to be synchronized.
- Project/jobs with the same name can be synchronized. However, if the combination of client + project name exists in both applications before synchronization, then one must be renamed.

■ To synchronize projects/jobs:

1. From the QuickBooks Link application window.

	To synchronize projects from DOVICO Timesheet to QuickBooks		To synchronize jobs from QuickBooks to DOVICO Timesheet
2.	Click the project icon in the DOVICO Timesheet section of the toolbar.	2.	Click the job icon in the QuickBooks section of the toolbar.
	DOVICO Timesheet: 😫 😂 🎒 🗿 🖺		QuickBooks: 🕵 😂
3.	Select the projects to synchronize from the list.	3.	Select the jobs to synchronize from the list.
4.	Click Synchronize on the toolbar.	4.	Click Synchronize on the toolbar.

The next step is to synchronize Tasks/Service Items

Synchronizing Tasks/Service Items

Use the QuickBooks Link to synchronize the tasks/service items against which time will be tracked. If you are not sending time entries to QuickBooks, this set of steps can be skipped. When synchronizing for the first time, these can either be sent from DOVICO Timesheet to QuickBooks or vice versa. These only need to be synchronized once unless tasks/service items are added at a later time.

Notes:

- Tasks in DOVICO Timesheet that are linked to Microsoft Project are not available to be synchronized.
- Before tasks can be successfully sent to QuickBooks, an account named Service must be created in QuickBooks. See page 253.
- If you have not synchronized your tasks/service items before and one of these exists with the same name in both DOVICO Timesheet and QuickBooks, then one must be renamed.

■ To synchronize tasks/service items:

1. From the QuickBooks Link application window.

To synchronize tasks from DOVICO Timesheet to QuickBooks	To synchronize service items from QuickBooks to DOVICO Timesheet
Click the task icon in the DOVICO Timesheet section of the toolbar.	Click the service item icon in the QuickBooks section of the toolbar.
DOVICO Timesheet: 🥵 😂 🧶 🔄 聲	QuickBooks: 🔛 😂
3. Select the tasks to synchronize from the list.	3. Select the service items to synchronize.
4. Click Synchronize on the toolbar.	4. Click Synchronize O the toolbar.

The next step is to create and map payroll rules

Create and map Payroll rules to employees

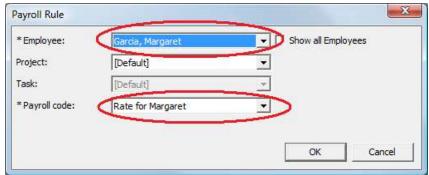
The following steps (payroll mapping) are required if you are using the time entries sent from DOVICO Timesheet to pay employees using QuickBooks' payroll functionality. If you are not sending time for payroll purposes, you may go directly to the next series of instructions (page 262).

Payroll mapping permits an employee's time entries to be automatically associated to a payroll item created in QuickBooks. Also, once a general payroll rule has been established for an employee, additional payroll maps can be created for up to 2 sub-levels of hierarchy. This permits an employee to be paid at a different rate based on the project worked on, or the project/task assignment. These sub-levels follow the project/task assignment hierarchy in DOVICO Timesheet.

For each employee whose time is being used for payroll purposes, a payroll code map must be created, which associates the employee's time entries to payroll items in QuickBooks. The following explains how this is accomplished.

Scenario 1 - Single pay rate

All of Margaret's time is paid at one rate regardless of what was worked on. In this scenario, only one payroll code map needs to be created for Margaret. There is no need to map specific projects and tasks.



QuickBooks Link > Payroll Rule window

Scenario 2 - Multiple pay rates

Francis works on many different projects and is paid the same rate for most. However, Francis is paid a different rate when working on the BMW project. Plus, when he travels for the BMW project, he is paid another rate.

In this scenario, 3 separate payroll code maps must be created for Francis, and they must be created in a specific order; from the general rule to the specific. You must first map a general rule for all work not related to the BMW project, followed by the project rule map (BMW) and then the project/task rule map (BMW/Travel).

	Description	Project	Task	Payroll Code
Payroll Map #1	For all time not associated with BMW	[Default]	[Default]	Regular rate
Payroll Map #2	For all BMW general time	BMW	[Default]	BMW - general rate
Payroll Map #3	For BMW - Travel time	BMW	Travel	BMW - travel rate

How to map employees to payroll items:

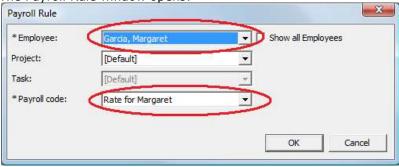
Prerequisites:

- Payroll items must first be created and associated to the employee within QuickBooks (page 256).
- Before mapping to specific projects or project/task assignments, the clients, projects and tasks must be synchronized to QuickBooks.
- 1. Click the **Payroll rule** icon in the DOVICO Timesheet section of the toolbar.



2. Click the **New** button on the toolbar.

The Payroll Rule window opens:



QuickBooks Link > Payroll Rule window

- 3. Select the **Employee**. By default, the only employees displayed are those with their 'use time data to create paychecks' option checked in QuickBooks. The Show All Employees checkbox is used to display all synchronized employees.
- 4. Select the **Payroll** code. The payroll code lists all payroll items linked to the employee in QuickBooks.
- 5. Click OK.
- 6. (Optional) If you are mapping an employee's time to a unique project payroll item or to a specific project/task assignment payroll item (as described in Scenario 2 on the previous page), the hierarchy must be mapped first. That is; before time against a specific project/task assignment can be mapped to a payroll item, the project must first be mapped to a payroll item. Each level is a unique payroll map and must be completed in separate steps.

To map time to a specific project

- a. Click the **New** button on the toolbar.
- b. Select the **Employee**.
- c. Select the **project**. A project can only be successfully mapped if the employee has an existing map to a Payroll code (steps 1 through 5 above).
- d. Select the **Payroll code**.
- e. Click OK.

To map time to a specific project and task

- f. Click the **New** button on the toolbar.
- g. Select the **Employee**.
- h. Select the **project**.
- i. Select the **task**. A task can only be successfully mapped if an employee/project map already exists (steps 1 through 6e above).
- j. Select the **Payroll code**.
- k. Click **OK**.

Repeat these steps for each employee whose time is being sent for payroll purposes.

The next step is to synchronize Expense Categories

Synchronize Expense Categories

The following steps (Synchronize Expense Categories) are only required if you are sending Expenses from DOVICO Timesheet to QuickBooks.

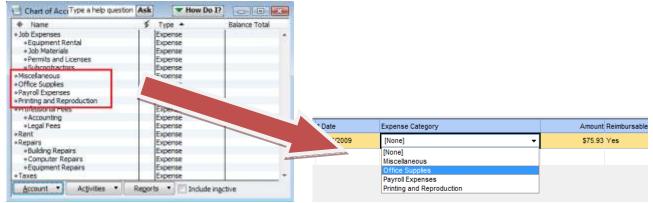
Since QuickBooks requires that each expense within a Bill be assigned to an expense account, each individual expense entry within a DOVICO expense sheet must be associated with an expense account before it can be submitted to QuickBooks. The QuickBooks Link application uses the 'Synchronize Expense Categories' utility to configure and manage this requirement.

The Synchronize Expense Categories utility allows (1) expense accounts existing in QuickBooks to be recreated in DOVICO Timesheet so they can be used by employees entering expenses, and (2) it allows a default expense account to be assigned when expense entries in DOVICO Timesheet are not associated synchronized Expense Accounts.

There are 3 basic ways you can associate expenses entered in DOVICO Timesheet to Expense Accounts in QuickBooks:

Option 1:

You can synchronized existing Expense Accounts from QuickBooks to DOVICO Timesheet to be used (as Expense Categories) when employees enter expenses.



Synchronized Expense Accounts from QuickBooks to DOVICO Timesheet

Option 2:

You can associate all expenses to one default (generic) Expense Account in QuickBooks. With this option, you can continue using the existing Expense Categories (if any) in DOVICO Timesheet but all expenses submitted will be assigned to a default Expense Account in QuickBooks' Bill. This is accomplished by only selecting a default Expense Category (step 4 in the instructions that follow) and **not synchronizing** any Expense Accounts (Option 1 above).

Option 3:

Combination of options 1 and 2. Synchronize some of the Expense Accounts in QuickBooks as Expense Categories in DOVICO Timesheet, and have all other expenses (those not associated with the synchronized expense categories, or any expense category) be associated to a default Expense Account.

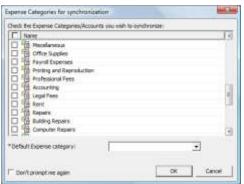
Note: You cannot synchronize Expense Categories created in DOVICO Timesheet to QuickBooks.

How to Synchronize Expense Categories:

1. Click the **Expenses** icon in the DOVICO Timesheet section of the toolbar.



2. If the Expense Categories for synchronization pop-up window does not automatically appear, click the **Expense Category** button on the toolbar.



Expense Category synchronization pop-up window

- 3. The upper part of the window lists all Expense Accounts in QuickBooks that have not been previously synchronized with DOVICO Timesheet. The Expense Accounts selected here will be recreated (as Expense Categories) in DOVICO Timesheet and will be available to all employees entering expenses.
 - Select one or more **Expense Accounts** to synchronize with DOVICO Timesheet. See the **Notes** that follow about merging expense accounts/categories and synchronizing rate-based expense categories.
- 4. In the lower half of the window, select the **Default Expense category** to use. This is a required selection for those instances when an expense entry is (a) not linked to any expense category or (b) is linked to an expense category not synchronized with QuickBooks. This list includes all Expense Accounts in QuickBooks. Note that the default Expense Account selected here will be recreated in DOVICO Timesheet as an Expense Category.
- 5. Check the **Don't prompt me again** option if you do not want to see this window again. By default, this pop-up is displayed whenever there are Expense Accounts in QuickBooks that are not synchronized to DOVICO Timesheet. The pop-up may be manually recalled by clicking the Expense Category button and on the toolbar.
- 6. Click OK.

Once completed, you can submit Expenses from DOVICO Timesheet to QuickBooks (page 267).

Special Notes and considerations:

Merging accounts with identical names:

There may be occasions when there is an Expense Account in QuickBooks that has the same name as an Expense Category in DOVICO Timesheet. This occurs when each is created independently. These 'duplicate' accounts/categories conditions can be identified by the small icon used next to the Expense Account name. The 'two-way' sync icon is used in this situation. 51.

Rate-based Expense Categories:

If you wish to use the rate-based expense category features of DOVICO Timesheet (for mileage-type expense, etc) then you should consider first creating the rate-based expense category in DOVICO Timesheet, creating an Expense Account in QuickBooks using the same name as used in DOVICO Timesheet and then merging the two.

Sending time/expenses to QuickBooks

Once everything has been configured, sending time or expense entries to QuickBooks is as easy as selecting items and clicking the synchronize button on the toolbar.

■ To launch QuickBooks Integration:

- 1. Start QuickBooks.
- 2. From DOVICO Timesheet, select QuickBooks from the Integration section of the side navigation bar and click the link labeled 'Click on this link to run the QuickBooks link.'.
- 3. Select **Open/Run**, or save and open the file (TimesheetApplicationLauncher.exe).

Notes:

- If the 'TimesheetApplicationLauncher.exe' file is saved (in step 3 above), it should be deleted after using QuickBooks Link.
- The QuickBooks Link cannot be used with DOVICO Timesheet's Hosted Online solution.

Prerequisite:

Before starting to synchronize information, all instructions in the QuickBooks Setup section (page 253) must have been performed or verified.

In Send ...

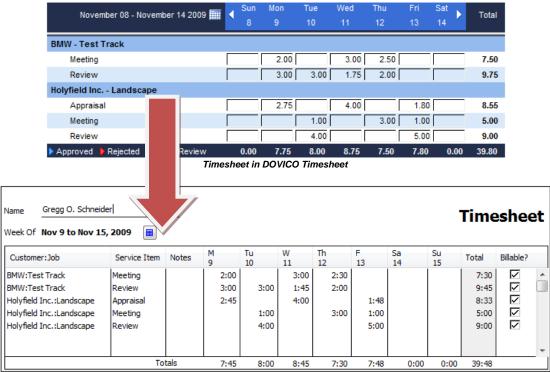
Send time to QuickBooks	265
Send expenses to QuickBooks	267

Sending Time Entries to QuickBooks

Use the QuickBooks Link to send time entries from DOVICO Timesheet to QuickBooks.

Overview

- Only approved time entries are available to be sent from DOVICO Timesheet to QuickBooks.
- Once a time entry has been sent to QuickBooks, it cannot be sent again. If you wish to edit a time
 entry after it has been sent to QuickBooks, you will have to manually edit the time entry within
 QuickBooks.
- How timesheet data fields are mapped between DOVICO Timesheet and QuickBooks is detailed at the end of this section of the user quide.



Timesheet in QuickBooks

Prerequisites:

 Employees, tasks, clients and projects associated with time entries must be synchronized - page 255.

Note: Time from DOVICO Timesheet's built-in Leave/Absences project cannot be submitted to QuickBooks.

■ To send time entries to QuickBooks:

From the QuickBooks Link application window.

1. Click the **Timesheets** icon in the DOVICO Timesheet section of the toolbar.



2. Select From and To dates and click Apply.

NOTE: Only approved time entries associated with synchronized employees, tasks, projects and clients are displayed.

- 3. Select the time entries that you wish to synchronize.
- 4. Click the **Synchronize** button on the toolbar.
- 5. Review the summary information and click the **Submit** button.

Tip: Hold down the Ctrl or Shift keys to select multiple time entries.

There are 2 possible error messages displayed when there are problems with payroll mapping for the employee. These occur when you are using the time for payroll purposes and when there is no payroll map for the employee.

If the message states: The following Employees have 'Earnings' in QuickBooks, but no Payroll Rules have been established in the QuickBooks link.

• You must map a Payroll Rule for the employee using Payroll Rules in the QuickBooks Link application (page 260).

If the message states: The following Employees have no 'Earnings' entered in QuickBooks.

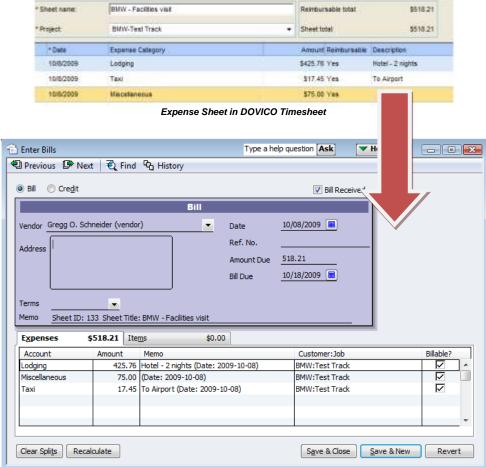
• You must edit the employee's Payroll and Compensation info and create a payroll/earning item for the employee (page 256) and then map a Payroll rule for the employee (page 260).

Submit Expense Entries to QuickBooks

The QuickBooks Link utility allows expense sheets that have been entered in DOVICO Timesheet to be sent to QuickBooks to reimburse employees, bill clients, etc. A working knowledge of QuickBooks and its terminology is required to successfully configure and use the QuickBooks Link for expenses.

Overview

- Only approved expense sheets can be submitted to QuickBooks.
- An expense sheet submitted to QuickBooks appears as a Bill in QuickBooks.
- An employee who enters a reimbursable expense submitted to QuickBooks is automatically created as a Vendor in QuickBooks with (vendor) appended to the name. Any non-reimbursable expense is associated with the 'DOVICO Non-reimbursable' vendor automatically created in QuickBooks.
- Once an expense sheet has been submitted to QuickBooks, it is flagged as such in DOVICO Timesheet and cannot be resubmitted.
- How expense data fields are mapped between DOVICO Timesheet and QuickBooks is detailed at the end of this section of the user guide.



Bill in QuickBooks

Prerequisites:

- Employees, clients and projects associated with expenses must be synchronized page 255
- Expenses must be associated to Expense Accounts in QuickBooks page 262

■ To submit expenses to QuickBooks:

From the QuickBooks Link application window.

1. Click the **Expenses** icon in the DOVICO Timesheet section of the toolbar.



The 'Expense Categories for synchronization' pop-up window will appear if an Expense account in QuickBooks is not synchronized. Check the '**don't prompt me again**' box to not be prompted again.

All expense sheets available to be sent to QuickBooks are displayed. There are several reasons why a specific expense sheet may not be displayed. The more common reasons are that the expense sheet has not been submitted and approved, or that the client, project or employee associated with the expense sheet has not been synchronized with QuickBooks.

- 2. Select an **expense sheet** to submit.
- 3. Click the **Synchronize** button on the toolbar.
- 4. Review and click the Submit button.

The Expense sheet will be available as a Bill in QuickBooks.

Tips:

- Double click an expense sheet to review the individual expenses within the sheet before submitting it.
- Hold down the Ctrl or Shift keys to select multiple sheets.
- You can reduce the number of expense sheets displayed by using the Project or Employee filters at the top of the screen.
- Use the Search box to locate a specific sheet title or description.

Notes:

- The date established for the Bill in QuickBooks is the latest date of all expenses within the submitted sheet.
- The sheet title and sheet ID are added to the Bill's primary memo field.
- The date and description for an individual expense is added to the Memo field for each expense line within the Bill.
- If an expense item is a rate-based expense, the quantity and cost per unit values are added to the Memo field.

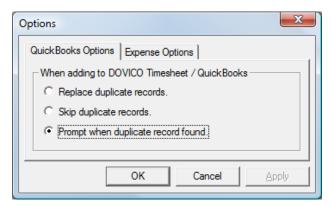
Options in the QuickBooks Link

These options in the QuickBooks Link enable you to specify what to do when duplicate records are identified and if expense item details are added to the description field in QuickBooks.

Select **Tools > Options** from the top menu in the QuickBooks Link application.

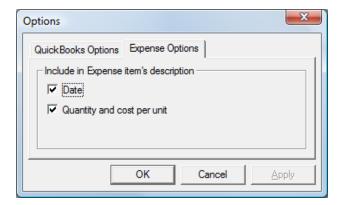
QuickBooks Options tab:

- Replace duplicate records: If a duplicate record is found, it will automatically update the existing record.
- Skip duplicate records: If a duplicate record is found, it will go to the next record and not update the duplicate record.
- Prompt when duplicate records found: (Default) If a duplicate record is found, you will be prompted to skip or replace the duplicate record.



Expense Options tab:

- Date: Include the expense item's date in the expense line's Memo field.
- Quantity and cost per unit: If a rate-based expense, include the quantity and cost per unit details in the expense line's Memo field.



Data Mapping (QuickBooks)

The following shows the relationships between different fields in DOVICO Timesheet and QuickBooks.

DOVICO Timesheet - Employees	QuickBooks - Employee
First Name	First Name
Last Name	Last Name
Start Date	Hired

DOVICO Timesheet - Clients	QuickBooks - Customer
Name	Customer
Contact	Contact

DOVICO Timesheet - Projects	QuickBooks - Job
Name	Full Name
Client	Customer
Description	Job Description

DOVICO Timesheet - Tasks	QuickBooks - Service Item
Name	Item Name / Number
Description	Description

DOVICO Timesheet - Timesheet	QuickBooks - Timesheet
Date	Date
Employee Name	Employee Name
Client Name	Customer: Job
Task	Service Item
Duration	Duration
Billable	Billable
Time Entry description	Notes

DOVICO Timesheet - Expense Sheet	QuickBooks - Bill
Date	Date
Employee Name	Vendor Name
Sheet Name	Memo
Sheet ID	Memo
Sheet total	Amount Due

DOVICO Timesheet – Expense item	QuickBooks – Expense item
Expense Category	Expense Account
Expense Amount	Amount
Date	Memo
Client	Customer
Project	Job
Description	Memo
Quantity	Memo
Cost per Unit	Memo
Billable	Billable

Active Directory

DOVICO Timesheet's integrated link to Microsoft's @ Active Directory service allows employees to be imported from Active Directory and also authenticates DOVICO Timesheet logon user IDs and passwords against Active Directory.

Note: If a company enables Active Directory integration with DOVICO Timesheet, it is highly recommended that DOVICO Timesheet be secured (the IIS virtual directory) by using SSL or another security mechanism.

Instructions when using the Microsoft Project Link

Please follow the alternate instructions on page 274 if you are planning to link employees to both Active Directory and Microsoft Project/Project Server.

Alternate instructions when using the OuickBooks Link

Please follow the alternate instructions on page 276 if employees have already been synchronized with QuickBooks.

The **Active Directory** link



is located in the Integration section of the side navigation bar.

■ To synchronize employees with Active Directory:

Prerequisite:

Employees entered in Active Directory must include a First and Last name.

STEP 1: Establish connection information

- 1. Open the **connection information** area of the screen by clicking the '+' graphic.
- 2. Enter the Active Directory server **name**.
- 3. Enter the **port number** for the Active Directory server.
- 4. Enter the **Windows User ID** and **Password** for a user having Read access to Active Directory.

The **Advanced** button should only be used by experienced Active Directory administrators to customize the employees returned from the Active Directory query. The 'Secure authentication' option should be left on at all times except in testing scenarios.

5. Click the **Connect** button.

STEP 2 (Optional): Schedule updates

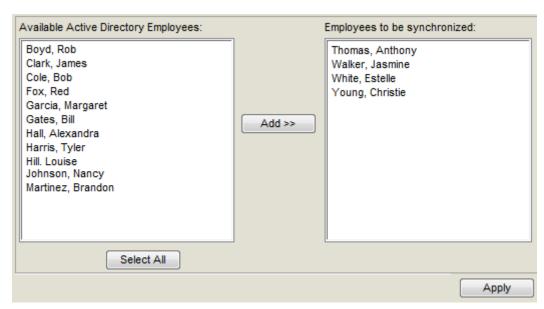
1. Schedule daily updates by checking the **update** checkbox and entering the scheduled update time (in HH:MM).

Tips:

- Daily updates should be scheduled during non-peak times.
- If daily updates are not required, a manual update for all employees shown in the 'Employees to be synchronized' list box can be accomplished by clicking the **Apply** button.
- DOVICO Timesheet's Job Scheduler service must be running for scheduled updates to occur.

STEP 3: Synchronize employees

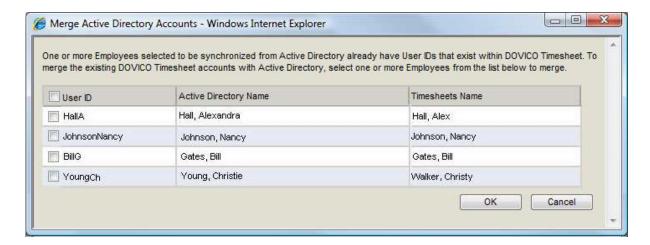
Once the connection to the Active Directory server is established, all Active Directory employees that have not been synchronized to DOVICO Timesheet are listed in the left column (Available Active Directory Employees) and all employees currently synchronized to DOVICO Timesheet are listed in the right column (Employees to be synchronized).



- 1. Select one or more **employees** from the left column.
- 2. Click the **Add>>** button to move them to the list of employees to be synchronized.
- 3. Click Apply.
- 4. For each newly imported employee, the employee's security level and software access properties must be set before the employee is able to login.

In the case where employees already exist in the DOVICO Timesheet database (i.e. have identical User IDs), a new window opens offering the option to merge the conflicting employee account information in the DOVICO Timesheet database. When merged, an employee's first name, last name, user ID, password and e-mail address established in DOVICO Timesheet are overwritten with the information from Active Directory.

- a. Check employee to overwrite.
- b. Click **OK**.



Notes:

- When synchronized, the employee's First Name, Last Name, User ID and e-mail address displayed
 in the Employees view cannot be edited. Any changes to these fields can only be accomplished
 using Active Directory. The employee's Password is not stored in the DOVICO Timesheet database
 and the password cannot be modified using any DOVICO Timesheet component.
- DOVICO Timesheet's login page 'forgot password' feature will not work with employees synchronized with Active Directory.
- When any employee User ID is modified using Active Directory, that employee will have to be resynchronized before that user can log into DOVICO Timesheet.
- The First Name, Last Name, User ID and e-mail address fields in DOVICO Timesheet have limits on the maximum number of characters. Data imported from Active Directory that exceeds these limits are truncated. First Name (100 characters), Last name (100), User ID (100) and e-mail address (250).
- Once the connection information is established, an attempt to connect to the Active Directory Server is made every time the Active Directory view is accessed.
- The projects, tasks and employees imported into DOVICO Timesheet may or may not be automatically available to all other managers using DOVICO Timesheet. The availability of imported items to other managers is determined by the status of the 'Grant Access automatically...' checkbox located in the Limited Access tab (page 198).

Active Directory and Microsoft Project

The following details how to link employees to both Active Directory and a Microsoft Project/Project **Server** resource pool. Use the standard Active Directory instructions on page 271 to link those employees who are not part of a Microsoft Project resource pool.

Prerequisites

- The employees must already exist in a Microsoft Project/Project Server resource pool.
- The Microsoft Project/Project Server resource pool must already be synchronized with DOVICO Timesheet.
- Employees entered in Active Directory must include a First and Last name.

Notes:

- Once the steps that follow are completed, Active Directory is the controlling authority for employee User ID, First Name, Last Name and e-mail address. Any changes to these fields can only be accomplished using Active Directory.
- DOVICO Timesheet's login page 'forgot password' feature will not work with employees synchronized with Active Directory.
- If an employee name is changed in Active Directory, the employee name in the Resource pool will be updated but the employee name in individual Microsoft Project/Project Server project files are not automatically updated. DOVICO Timesheet will attempt to update the employee name changes in individual project files when each is accessed via the Microsoft Project Link.

Summary

The following steps involve modifying employee User IDs existing in DOVICO Timesheet to exactly match those entered in Active Directory, synchronizing employees with Active Directory and then merging the conflicting employee IDs.

To modify Employee User IDs:

From Active Directory:

1. Document the name and User IDs of all employees linked to the Microsoft Project resource pool.

From DOVICO Timesheet:

- 2. Click the **Items List** tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.
- 3. Select **Employees** in the drop-down list at the upper left corner of the view.
- 4. Select an employee who is linked to Microsoft Project.
- 5. Click the **Properties** icon on the toolbar or **double click** on the employee name to display the Properties window.
- 6. Edit the employee's **User ID** field so that it exactly matches the User ID found in Active Directory.
- 7. Click **Done** or use the **Next Record** button (or Previous) to browse to other employees. Clicking the Next (or Previous) button automatically saves any changes made.
- 8. Edit other Employee User IDs as required.

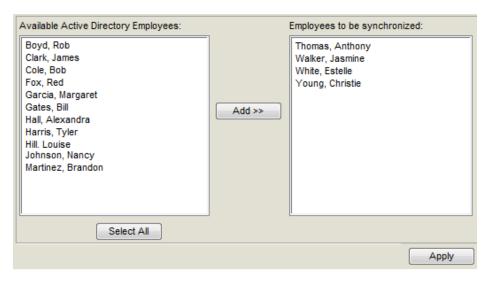
■ To synchronize employees with Active Directory:



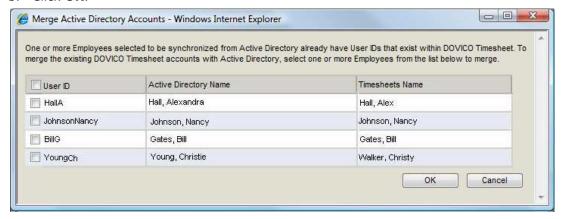
is located in the Integration section of the side navigation bar.

The following assumes that Active Directory Connection Information has been established and the connection verified. (page 271)

All Active Directory employees that have not been synchronized to DOVICO Timesheet are listed in the left column (Available Active Directory Employees) and all employees currently synchronized to DOVICO Timesheet are listed in the right column (**Employees to be synchronized**).



- 1. Select one or more **employees** from the left column.
- 2. Click the **Add>>** button to move them to the list of employees to be synchronized.
- 3. Click Apply.
- 4. A new window (Merge Active Directory Accounts) is displayed offering the option to merge the conflicting employee account information in the DOVICO Timesheet database.
 - a. Check **☑** each **employee** to overwrite.
 - b. Click OK.



5. For each newly imported/merged employee, the employee's security level and software access properties should be reviewed.

Active Directory and QuickBooks

The following details how to link employees to both **Active Directory** and **QuickBooks** when the employees already exist in OuickBooks. If employees do not currently exist in OuickBooks, use the standard Active Directory instructions on page 271 and synchronize employees to QuickBooks at a later date.

Prerequisites:

- The employees must already have been synchronized between QuickBooks and DOVICO Timesheet.
- Employees entered in Active Directory must include a First and Last name.

Note: Once the steps that follow are completed, Active Directory is the controlling authority for employee User ID, First Name. Last Name and e-mail address. Any changes to these fields can only be accomplished using Active Directory, DOVICO Timesheet's login page 'forgot password' feature will not work with employees synchronized with Active Directory.

Summary

The following steps involve modifying employee User IDs existing in DOVICO Timesheet to exactly match those entered in Active Directory, synchronizing employees with Active Directory and then merging the conflicting employee IDs.

To modify Employee User IDs:

From Active Directory:

1. Document the name and User IDs of all employees linked to OuickBooks.

From DOVICO Timesheet:

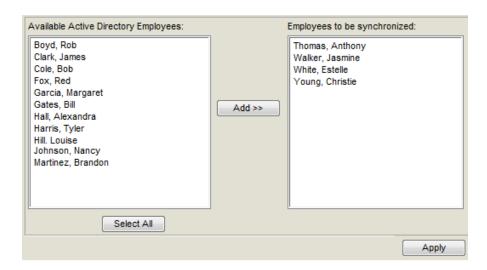
- 2. Click the Items List tab located in the Project Workspace view. The Project Workspace view is located in the Projects section of the side navigation bar.
- 3. Select **Employee** in the drop-down list at the upper left corner of the view.
- 4. Select an employee who is synchronized with QuickBooks.
- 5. Click the **Properties** icon on the toolbar or **double click** on the employee name to display the Properties window.
- 6. Edit the employee's **User ID** field so that it exactly matches the User ID found in Active Directory.
- 7. Click **Done** or use the **Next Record** button (or Previous) to browse to other employees. Clicking the Next (or Previous) button automatically saves any changes made.
- 8. Edit other Employee User IDs as required.

■ To synchronize employees with Active Directory:

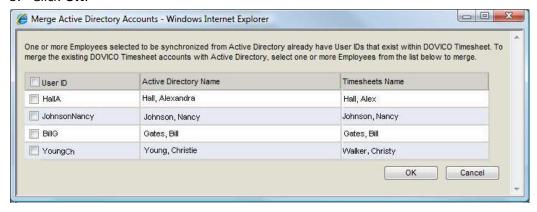
is located in the Integration section of the side navigation bar. The **Active Directory** link

The following assumes that Active Directory Connection Information has been established and the connection verified. (page 271)

All Active Directory employees that have not been synchronized to DOVICO Timesheet are listed in the left column (Available Active Directory Employees) and all employees currently synchronized to DOVICO Timesheet are listed in the right column (**Employees to be synchronized**).



- 1. Select one or more **employees** from the left column.
- 2. Click the **Add>>** button to move them to the list of employees to be synchronized.
- 3. Click Apply.
- 4. A new window (Merge Active Directory Accounts) is displayed offering the option to merge the conflicting employee account information in the DOVICO Timesheet database.
 - a. Check each employee to overwrite.
 - b. Click OK.



For each newly imported/merged employee, the employee's security level and software access properties should be reviewed.

Import/Export

Use the **Import/Export tool** to transfer information between DOVICO Timesheet and other applications in various formats (text, comma separated, html, xml, etc).

Some of the many useful functions for which the Import/Export tool can be used include:

- **Import** employees, projects, tasks, time entries, expense entries and other information from other applications to DOVICO Timesheet.
- **Export** employees, projects, tasks, time entries, expense entries and other information from DOVICO Timesheet to other applications.
- Create and save Import templates to be used anytime.
- Create and save Export templates to be used anytime.

Import/Export System Requirements:

- The operating system used must be Windows XP or higher.
- Microsoft .NET Framework version 2.0 must be installed on the operating system in use.
- A direct connection to the SQL database where DOVICO Timesheet resides (this requires a LAN/Intranet setup or a VPN).

Every time the Import/Export tool is launched, a program file is downloaded from the computer or server where DOVICO Timesheet is installed.

To launch Import/Export Integration:



- 1. From DOVICO Timesheet, click the **Import/Export** button section of the side navigation bar.
- located in the Integration
- 2. Select the Import/Export tab and click the link labeled 'Click on this link to run the Import/Export tool.'
- 3. Select **Run/Open**, or save and open the file (TimesheetApplicationLauncher.exe).

Notes:

- If the 'TimesheetApplicationLauncher.exe' file is saved (in step 3 above), it should be deleted after using the Import/Export tool.
- The Import/Export Link cannot be used with DOVICO Timesheet's Hosted Online solution.

Tips:

- Use the Import Recovery option to view or undo imports.
- For import and export templates or for code to create links to other software, please visit our web site at http://www.dovico.com/developer.html.

Importing data

The following describes how to use the Import/Export tool to import information from another application/file to DOVICO Timesheet.

Because the Import/Export tool brings data into the DOVICO Timesheet database, it should only be used by those individuals experienced in database structures.

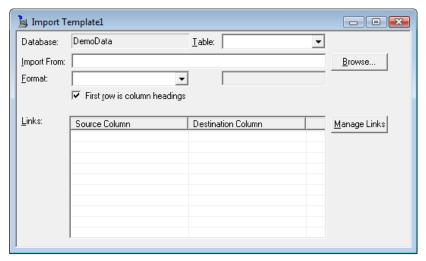
Prerequisites:

- Before importing data into DOVICO Timesheet, a data file must be created and properly formatted (required fields, default values, etc). Import Table Fields details and sample .csv and .txt files are available from the help files. Launch the help system by clicking on the toolbar's Help button and then search for 'Import data table details' in Index tab.
- Before importing records, any items referenced in the record must already exist in the database.
 Example: if you are importing time records then the projects, tasks, employees referenced in the time records must exist in the database.

Note: When DOVICO Timesheet's Time Lockout is enabled, the attempt to import time entries, associated to employees that fall within the lock out period, is not permitted and the import operation will be cancelled.

■ To import data into DOVICO Timesheet:

- From DOVICO Timesheet, select Import/Export from the Integration section of the side navigation bar, select the Import/Export tab and click the link labeled 'Click on this link to run the Import/Export tool.'
- 2. Select **Run/Open**, or save and open the file (TimesheetApplicationLauncher.exe).
- 3. From the Import/Export tool, select **File > New Template** from the menu (or click the **New** button \Box on the toolbar).
- 4. Select Import Template and click OK.



5. Select the DOVICO Timesheet **Table** where information will be imported. The following tables are available for importing:

ACTEXP: To import expensesCLIENT: To import clients

• EMPLOYEE: To import employees

PROJECT: To import projects

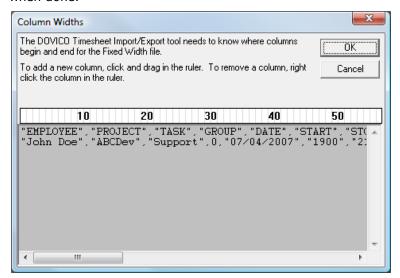
RATE: To import rates

• REGION: To import regions

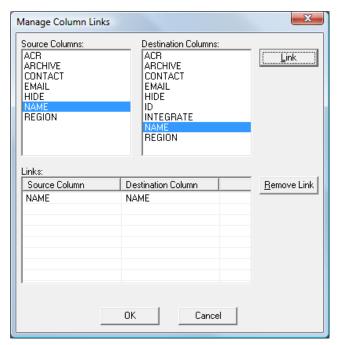
TASK: To import tasks

• TRANS: To import time entries

- 6. Click the **Browse** button to locate the file to be imported. Select the file and click Open. This file should contain the properly formatted data to be imported into DOVICO Timesheet.
- 7. Select the **format** to be used from the drop-down list. If the format type requires additional information, enter the information in the box to the right. For example, if you select the Character Separated CSV format, you will need to enter the type of character used to separate each value. If you select XML, each record needs a generic name, which the XML parser can recognize. If you cannot remember the format used in the source file, select **Actions, Preview Source Data** from the menu to display the file content. If the box is grayed out, DOVICO Timesheet will generate default information and no additional information is required.
- 8. If the first row has column headings, check the **First row is column headings** checkbox. Please note that this option may be grayed out for some formats (i.e. XML).
- 9. Click the Manage Links button.
- 10. If the format type for your source file is **Fixed Width**, a Column Widths box is displayed. To add a column, click and drag the ruler. To remove a column, right-click the column in the ruler. Click **OK** when done.



11. The Manage Column Links box opens and is used to map source columns to columns in the destination table. For example, if you had a column in the source file called ClientName, you could map it to the NAME column of the CLIENT table. To map columns, click one item in the Source Columns table and one item in the Destination Columns table then click the Link button. This will add a link entry in the Links Table below.



To remove a link, select it from the list and click the Remove Link button.

- 12. Once you are satisfied that all links are set correctly, click **OK** and the links will be displayed in the import template.
- 13. (**Optional**) Select **File > Description** in the menu to add a description for this import template.
- 14. To save the template, click the **Save** button \blacksquare or select **Save** or **Save as** from the **File** menu.
- 15. To import information to DOVICO Timesheet, select **Actions > Import** from the menu.

Once the template is saved, you can import the information anytime. Simply open the template (select **File > Open Template**) and import.

Use Import Recovery (from DOVICO Timesheet) to undo import operations.

- 16. If you are importing data to the TRANS table or to the ACTEXP table, a pop-up box will be displayed asking how to map certain IDs.
 - Use **Unique** names: This option performs matches using the object names. In order for this option to work, all names must be unique.
 - Use **Outside** field: This option uses the table's OUTSIDE field to match the IDs of the items being imported.

Note: The projects, tasks and employees imported into DOVICO Timesheet may or may not be automatically available to all other managers using DOVICO Timesheet. The availability of imported items to other managers is determined by the status of the 'Grant Access automatically...' checkbox located in the Limited Access tab (page 198).

Tips:

- At the end of the last line in an import .txt file, press the Enter key to insert a hard return. The last record may not be imported if there is no hard return at the end of the last line
- For details concerning the database tables, visit the developers section of our website at http://www.dovico.com/developer.html.

Exporting data

The following describes how to use the Import/Export tool to export data from DOVICO Timesheet.

■ To export data from DOVICO Timesheet:

- 1. Start DOVICO Timesheet.
- Select Import/Export from the Integration section of the side navigation bar, select the Import/Export tab and click the link labeled 'Click on this link to run the Import/Export tool.
- 3. Select **Run/Open**, or save and open the file (TimesheetApplicationLauncher.exe).
- From the Import/Export tool, select File > New Template from the menu (or click the New button \Box on the toolbar).
- Select Export Template and click OK. 5.
- Select the export Format (i.e. Character separated, Fixed Width, HTML, XML) to be used from the drop-down list.
- 7. If the format type requires additional information, enter the information in the box to the right. For example, if you select the character separated format, you will need to enter the type of character used to separate each value. If you select XML, each record needs a generic name, which the XML parser can recognize. If the box is graved out, no additional information is required.
- Enter the location and name of the export file. When you export the information, the data will be saved in this file. You can use the Browse button to select the location where it should be saved.
- Check the Include column names in export if you want DOVICO Timesheet to export and save column names in the export file. This option may not apply to some formats.
- 10. Select tables or specific items from the Database view tab to be exported. Right click any table item to: Expand All Tables, Collapse All Tables, or view Properties to apply specific filters or formulas.

Notes:

- For details concerning the database tables, visit the developers section of our website at http://www.dovico.com/developer.html.
- Exported User ID and Password information is encrypted.
- The Export file format may not be compatible with the Import format as some fields are exported using ID numbers but require names when importing.
- 11. For advanced functions, you can use the **Custom SQL view tab** to create custom SQL statements to execute against the database. If you've selected items in the Database view, they will be copied to the SQL view for customization.

NOTE: You should decide which tab you want to use before creating your template. When switching from the Custom SQL view to the Database view, you will lose information entered in the Custom SQL view.

- 12. If you will be using this template again, click the **Save** button 🖥 (or select **Save** or **Save as** from the File menu).
- 13. To export, select **Actions > Export** from the menu.
- 14. (Optional) Select File > Description if you wish to add a description for the export file.

Once the template is saved, you can export the information anytime. Simply open the template (select File > Open Template) and Actions > Export.

Export properties

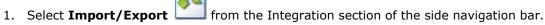
For any export template file, select any item in the Database view tab, right click and select Properties to:

- Enter a Filter or Formula The filter field is used to limit what records are exported from the database. An example filter would be ">=100", or for a string-type column ">='Mary'" or "='Mary'". The filter option is recommended for advanced users only. The formula option is not available for all field types. It is used to take the value of each column in a row, and translate it to a new value applied by the formula. For example if the value was 1, and the formula was "*100" then the new value would be 100. You can enter fairly advanced formulas if you are familiar with SQL (since this is all translated to SQL when the export takes place).
- **Field Database Properties** Shows specific information about the selected item.

Import Recovery

Import Recovery is used to list all importing jobs that have been performed using DOVICO Timesheet's Import tool. You can choose to undo any one of the listed imports. If you undo an import, the imported records will be deleted from the DOVICO Timesheet database.

■ To remove records imported to DOVICO Timesheet:



- 2. Select the Import Recovery tab.
- 3. Select the **import action** to undo from the list.
- 4. Click Undo.

PART 4 - TIME AND EXPENSE ENTRY

Time and Expense Entry

This part of the user's guide provides all the necessary information for employees to enter, submit, review and report on time and expenses.

Since accurate and efficient time and expense entry is the core to successful time and project tracking, DOVICO Timesheet's time and expense entry views were purposely designed with the end-user in mind.

With employees only seeing the specific projects and task assigned to them, the time entry view permits time to be entered while working or at the end of the day or week. Additional features such as the ability to create favorites, customize views and review data quickly and efficiently further enhances the time and expense entry experience.

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Time Entry

Introduction to the Timesheet screen

The time entry screen (**Timesheet**) contains 5 specific sections designed to assist you in tracking time efficiently.

The **Assignment Tree** displays an organizational representation of **all the tasks** you are able to track time against (your assignments). It is primarily used to add specific assignments to the timesheet grid.

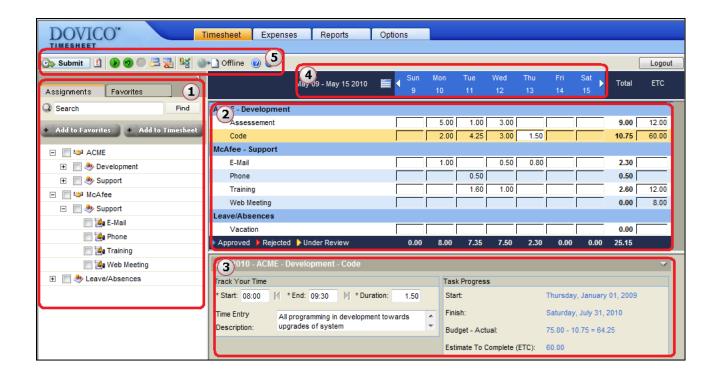
The **Timesheet grid** area of the screen displays assignments in a weekly grid and is the location where employees enter their time.

The **Time Entry Details** area of the screen displays a number of editable and non-editable fields detailing each time entry.

The **Calendar Row** identifies the week displayed and permits the user to move to different weeks.

The **Toolbar** displays buttons, which carry out commands such as Submit, Start, etc..

The **Tabs** are used to navigate to other functions.



Time Entry Toolbar buttons

Timesheet toolbar

Submit Submit	Submit: To send your time entries to the DOVICO Timesheet database.
?	Rejected time entries : To see a list of weekly timesheets that contain rejected time entries.
	Exception Request: To request that a date range be unlocked to permit time to be added or submitted. Only available if Time Lockout is used.
•	Start: To start timing on the selected task.
9	Start From Last : To start timing on the selected task and to set the start time to equal the previous time entry's end time. The Show Start/End times option must be enabled to use Start From Last.
•	Stop: To stop timing.
<u></u>	Create a multiple row: To create an additional timesheet grid row for the selected task.
**	Delete selected rows : To delete an individual time entry row from the timesheet grid.
2 Ā	View approval paths: To review approval path for submitted time and expenses.
9- 1	Offline : To work in an offline (disconnected) mode. While in Offline mode, time entry data is saved on the user's computer. When returning to 'live' mode, the saved data is forwarded to the DOVICO Timesheet database.
	Synchronize: To temporarily reconnect to the database.
□ • ③	Online: To reconnect to the database.
0	Help: To launch the Help system.
3	About: To display information on the software version.
Logout	Logout: To logout of DOVICO Timesheet.
Administration	Return to Administrative views: To access the administrative functions. The administrative functions are only available to those with suitable software access rights and security level .

Adding Assignments to the Timesheet grid

Before you can track time against an **assignment**, that assignment must be added to the timesheet grid. The following describes how to use the assignment tree to (1) add task assignments to the timesheet grid and (2) how to remove task assignments from the timesheet grid.

■ To add task assignments to the timesheet grid:

1. Click the Assignments tab Assignment

How assignments are organized in the assignment tree

The assignment tree displays a hierarchical representation of your assignments by:



- Items within each level are arranged alphabetically.
- Clicking the + (or -) symbol next to an item expands (or collapses) that item.
- When the checkbox for a client, project or task group is checked, all sub-items are also automatically checked. Individual items can be checked by first expanding the branch and then checking the individual items.
- Assignments without a designated client appear near the end of the list (after the last client in the assignment tree).
- 2. **Locate** and **check** wone or more assignments to be added to the timesheet grid.
- 3. Click the **Add to Timesheet** button.

The task assignments added to the timesheet grid are temporarily highlighted in green.

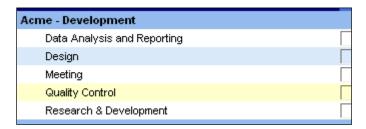
Notes:

- The assignments checked
 ✓ are only added to the timesheet grid currently displayed.
- Any assignments previously added to the timesheet grid are not removed.
- **Duplication** of assignments within the timesheet grid does not occur if Add to Timesheet is clicked more than once.
- There is a limit to the number of task assignments that employees can add to their weekly timesheet grid (and Favorites). By default, this limit is 100 task assignments. This limit can be modified by the manager or system administrator. (page 234)
- An administrative feature permits a manager to hide assignments when the date is outside the
 task's scheduled start and finish dates. For this reason, the list of available assignments may vary
 when moving from week to week.

- Use Favorites (page 304) to create a list of assignments that can be easily (or automatically) added to any timesheet grid.
- Right click within the assignment tree to access useful features such as Collapse All, Select All, etc.
- Use the Find box to quickly find an item.
- Mouse over the task or project names to see a description of the item (if any).

■ To remove task assignments from the timesheet grid:

1. Select the task row to delete by clicking on the task's name in the timesheet grid. A selected row is highlighted in yellow.



2. Click the **Delete row** button and on the toolbar.

Notes:

- Only task rows can be removed. The Client/Project and Task Groups rows are automatically removed when all dependent tasks are removed.
- To select multiple tasks, select the tasks while keeping the Ctrl key pressed or use Shift to select a range of rows.
- Rows with approved time entries or time under review are not removed but any un-submitted or rejected time within that row is deleted.
- Deleting a task row with multiple rows deletes all rows for that task.

Tip: Use can also use your keyboard's Delete key to remove rows.

Entering time in Bulk

Time entry can be accomplished in three basic ways: 1. Entering a duration against a task (**Bulk**). 2. Track time while you work (**Timer**). 3. Enter time using Start/End times (**In/Out**). The following describes how to enter a duration (**Bulk**) for a task and also describes how to enter unique details for the time entry.

Prerequisite:

• Before you can enter time on a task assignment, that task must be **added to the timesheet grid** (page 287).

■ To enter a duration (bulk) against a task:

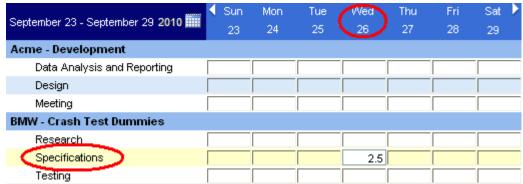
1. Click the **Timesheet tab** located near the top of the screen.

How assignments are displayed in the timesheet grid

- The timesheet grid displays the assignments alphabetically using the following hierarchy: Clients, Projects, Task Groups and Tasks.
- Within the timesheet grid, the assignment hierarchies are identified using indented levels and row
 colors. Each client + project combination appears on one line at the top most level on a dark blue
 row. Tasks assigned to this project are placed below and indented on alternating white and light blue
 rows. For those assignments organized by task groups, the task groups appear, on a dark blue row,
 indented below the client/project level. Nested task groups (a task group within a task group) are
 listed on one line.



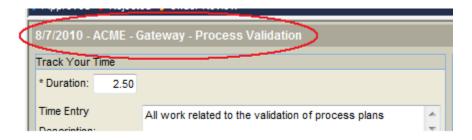
- 2. Move to the applicable **week** by clicking the calendar row's arrow (or) buttons. When logging into DOVICO Timesheet, the current week is displayed by default.
- 3. Click in the **cell** intersecting the appropriate **task** and **day of the week**.
- 4. Enter the **number of hours** worked against that task. Time can be entered in hh:mm or in decimal format (2:30 or 2.5), but always appears in decimal format when saved.



Example: **2.5 hours** entered against the Crash Test Dummies' **Specifications** task for Wednesday, September 26th.

When a cell or task assignment is selected, the entire row is highlighted in yellow.

5. **(Optional)** Modify or enter **details** for this time entry using the **Time Entry Details** area of the screen. Make sure you are entering or modifying data for the proper time entry by verifying the task assignment's name in the Time Entry Details title bar.



Information on the Time Entry Details area.

Time entry details are only displayed when an individual cell is selected in the timesheet grid. The amount of information displayed in the time entry details area can be configured using the **Options** tab. The following describes the default fields. For a detailed description of all available fields, see **Time Entry details** (page 296).

Duration: This field displays the duration entered in the timesheet grid (step 4). You can modify the duration using this field.

Time Entry description: Use this text field to edit or enter unique details or information relating to this time entry (up to 4000 characters). An administrator can make this a required field. If not a required field, then the default description entered is a copy of the task description.

Overtime Rate: This drop-down list displays the available Company Overtime Rates that can be applied to this time entry.

Billable: Check this box if the time is billable. The default setting displayed may change depending on the task assignment selected.

Client Overtime Rate: This drop-down list displays the available Client Overtime Rates that can be applied to this time entry if the task is billable.

Custom Fields: Custom data fields created by your manager or system administrator appear in the time entry details area and may be configured as 'required' for each time entry.

6. **(Optional)** Modify the **ETC** (in hours) located at the far right end of the timesheet grid for this assignment. Enter a value of 0 if the task has been completed or leave blank if ETCs are not used.

That's it. A time entry has now been entered. Keep reading to learn about other useful features and functions for time entry.

In some situations you may need to add **multiple time entries** for the **same task assignment** on the **same day** with each time entry having its unique details.

For example; on the same day, you worked 3 hours on a task assignment and then later work 2 overtime hours on this same task. Although both time entries are for the same task, each entry can be considered unique for billing, payroll, reporting, etc. Another example is having to enter additional time against a task after the time has been submitted.

To enter multiple time entries for the same assignment on the same day:

- 1. Click on the task row where the additional row is to be created.
- 2. Click the **Create Multiple row** button located on the toolbar. An empty row is created below the existing time entry.
- 3. Enter the 2nd time in the **empty cell**. A new empty row is automatically created.
- 4. Modify the **time entry details** as required.
- 5. (**Optional**) Click the **Collapse row** button ▼.

Collapsed rows can be easily identified as their daily total hours appear in **bold** characters and the Expand button appears at the far left end of the row.

Notes:

- Data is **automatically saved** whenever the user switches cells, changes views, etc. Data is not saved if the user logs out or closes the browser while adding or editing data in a field.
- Time can be entered in hh:mm or in decimal format, but always appears in decimal format when saved.
- The **maximum number of hours** that can be entered for any day is 23.98 hours (23:59).
- Time entries that have been Submitted or Approved cannot be edited.
- If Time Lockout has been enabled, you are prevented from entering or editing time for those days that are locked. You may request that the period be opened (Exception Request, page 307).

- Right click in the timesheet grid to create a multiple row, delete a row, etc.
- **Double click** on a multiple time entry task row to expand or collapse the row.
- To view time for multiple weeks, run any one of the numerous time entry reports.
- The ETC column and some information in the Time Entry Details area can be hidden. Click the Options tab.
- Mouse over the project or task names in the timesheet grid or in the assignment tree to see their descriptions (if any).

Track time while working

Time entry can be accomplished in three basic ways: 1. Track time while you work (**Timer**). 2. Entering a duration for a task (**Bulk**). 3. Enter time using Start/End times (**In/Out**). The following describes how to track time while working (like a stopwatch) and also describes how to enter unique details for the time entry.

Note: The timer function can only be used on the current day (today).

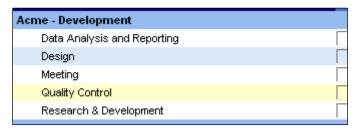
Tip: When using the Timer function it's a good practice to enable the **Show Start/End times** option in the Options tab (page 302). This will allow you to easily correct any errors made while using the timer.

Prerequisite:

 Before you can begin timing on a task assignment, that task must be added to the timesheet grid (page 287).

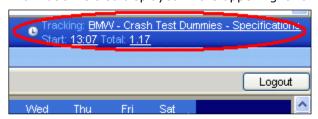
■ To track time while working:

- 1. Click the **Timesheet tab** located near the top of the screen.
- 2. Move to the current **week** by clicking the calendar row's arrow (or) buttons. When logging into DOVICO Timesheet, the current week is displayed by default.
- 3. Select the task to time against by clicking on the **task's name** in the timesheet grid. A selected row is highlighted in yellow.



4. Click the **Start** button (located on the toolbar), or click the **Start from Last** button if available

While tracking time, the duration is automatically incremented in the task's cell. Tracking information is also displayed in the upper right hand corner of the screen.



5. **(Optional)** While tracking time (or after), **modify** or enter details for this time entry using the time entry details area of the screen (the lower half of the screen).

Information on the Time Entry Details area.

Time entry details are only displayed when an individual cell is selected in the timesheet grid. The amount of information displayed in the time entry details area can be configured using the **Options** tab. The following describes the default fields. For a detailed description of all available fields, see **Time Entry details** (page 296).

Duration: This field displays the duration being tracked in the timesheet grid (step 4). You can modify the duration using this field after you stopped timing.

Time Entry description: Use this text field to edit or enter unique details or information relating to this time entry (up to 4000 characters). An administrator can make this a required field. If not a required field, then the default description entered is a copy of the task description.

Overtime Rate: This drop-down list displays the available Company Overtime Rates that can be applied to this time entry.

Billable: Check this box if the time is billable. The default setting displayed may change depending on the task assignment selected.

Client Overtime Rate: This drop-down list displays the available Client Overtime Rates that can be applied to this time entry if the task is billable.

Custom Fields: Custom data fields created by your manager or system administrator appear in the time entry details area and may be configured as 'required' for each time entry.

Note: If you begin timing on a task that already has a time entry for that day, time is not added to the existing entry but a new (multiple) row is created and tracking takes place in this new row.

■ To stop tracking time:

- 1. Click the **Stop** button on the toolbar.
- 2. (**Optional**) Modify or enter details for this time entry using the lower half of the screen.
- 3. **(Optional)** Modify the **ETC** (in hours) located at the far right end of the timesheet grid for this assignment. Enter a value of 0 if the task has been completed or leave blank if ETCs are not used.

That's it. A time entry has now been entered.

Notes:

- You can only track time against a task. Time cannot be tracked directly against a project, client or task group.
- Data is **automatically saved** whenever the user switches cells, changes views, etc. Data is not saved if the user logs out or closes the browser while adding or editing data in a field.
- The Timer function can only track time on the current day.
- The **maximum number of hours** that can be entered for any day is 23.98 hours (23:59).
- Time entries that have been Submitted or Approved cannot be edited.
- If Time Lockout has been enabled, you are prevented from entering or editing time for those days that are locked. You may request that the period be opened (Exception Request, page 307).

- While timing on a task, you can edit other time entries or move to different views within DOVICO Timesheet.
- While timing on a task, you can automatically stop the current timer and start timing on a new task by simply selecting the new task and clicking the Start button.
- Right click in the timesheet grid to start/stop timing, to create a multiple row, delete a row, etc.
- **Double click** on a multiple time entry task row to expand or collapse the row.
- To view time for multiple weeks, run any one of the numerous time reports.
- Increase the timesheet grid area of the screen by minimizing () or resizing the time entry details and/or the assignment tree.
- The ETC column and some information in the time entry details area can be hidden. Click the Options tab.
- Mouse over the project or task names in the timesheet grid or in the assignment tree to see their descriptions.

Entering time using Start/End times

Time entry can be accomplished in three basic ways: 1. Entering a duration against a task (**Bulk**). 2. Track time while you work (**Timer**). 3. Enter time using Start/End times (**In/Out**).

The following describes how to enter time using Start/End times (**In/Out**) for a task and also describes how to enter unique details for the time entry.

Prerequisites:

- Before you can enter start/end times for a time entry, you must enable 'Show Start/End times' using the Options tab. (page 302)
- Before you can enter time on a task assignment, that task must be added to the timesheet grid. (page 287)

■ To enter Start/End times against a task:

- 1. Click the **Timesheet tab** located near the top of the screen.
- 2. Move to the applicable **week** by clicking the calendar row's arrow (or) buttons. When logging into DOVICO Timesheet, the current week is displayed by default.
- 3. Click in the **cell** intersecting the appropriate **task** and **day of the week**.
- 4. In the Time Entry Details area of the screen (bottom), enter **Start** and **End** times for the time entry. Start and End times can be configured to either the 12 hour AM/PM or 24 hour formats (see page 302). Make sure you are entering time for the proper task and day by verifying the task assignment's name in the Time Entry Details title bar.



The **Fill Gap Backwards** button is enabled if there is a time gap between the Start time entered for this time entry and the Stop time for the previous time entry. Click this button to set the Start time so that it is equal to the end time of the previous entry. The Fill Gap Backwards button is disabled if there is no available gap to fill.

The **Fill Gap Forward** button is enabled if there is a time gap between the End time entered for this time entry and the Start time for the next entry. Click this button to fill the gap. The Fill Gap Forward button is disabled if there is no available gap to fill.

5. **(Optional)** Modify or enter other **details** for this time entry using the **Time Entry Details** area of the screen.

Information on the Time Entry Details area.

Time entry details are only displayed when an individual cell is selected in the timesheet grid. The amount of information displayed in the time entry details area can be configured using the **Options** tab. The following describes the default fields. For a detailed description of all available fields, see **Time Entry details** (page 296).

Duration: This field displays the duration as calculated from the Start and End times.

Time Entry description: Use this text field to edit or enter unique details or information relating to this time entry (up to 4000 characters). An administrator can make this a required field. If not a required field, then the

default description entered is a copy of the task description.

Overtime Rate: This drop-down list displays the available Company Overtime Rates that can be applied to this time entry.

Billable: Check this box if the time is billable. The default setting displayed may change depending on the task assignment selected.

Client Overtime Rate: This drop-down list displays the available Client Overtime Rates that can be applied to this time entry if the task is billable.

Custom Fields: Custom data fields created by your manager or system administrator appear in the time entry details area and may be configured as 'required' for each time entry.

6. **(Optional)** Modify the **ETC** (in hours) located at the far right end of the timesheet grid for this assignment. Enter a value of 0 if the task has been completed or leave blank if ETCs are not used.

That's it. A time entry has now been entered. Keep reading to learn about other useful features and functions for time entry.

In some situations you may need to add **multiple time entries** for the **same task assignment** on the **same day** with each time entry having its unique details.

For example; on the same day, you worked 3 hours on a task assignment and then later work 2 overtime hours on this same task. Although both time entries are for the same task, each entry can be considered unique for billing, payroll, reporting, etc. Another example is having multiple entries for the same task on the same day but each time entry having its own description.

☐ To enter multiple time entries for the same assignment on the same day:

- 1. Click on the task row where the additional row is to be created.
- 2. Click the **Create Multiple row** button located on the toolbar. An empty row is created below the existing time entry.
- 3. Enter the 2nd time in the **empty cell**. A new empty row is automatically created.
- 4. Modify the time entry details as required.
- 5. (Optional) Click the Collapse row button .

Collapsed rows can be easily identified as their daily total hours appear in **bold** characters and the Expand button appears at the far left end of the row.

Notes:

- Data is **automatically saved** whenever the user switches cells, changes views, etc. Data is not saved if the user logs out or closes the browser while adding or editing data in a field.
- The **maximum number of hours** that can be entered for any day is 23.98 hours (23:59).
- Time entries that have been Submitted or Approved cannot be edited.
- If Time Lockout has been enabled, you are prevented from entering or editing time for those days that are locked. You may request that the period be opened (Exception Request, page 307).

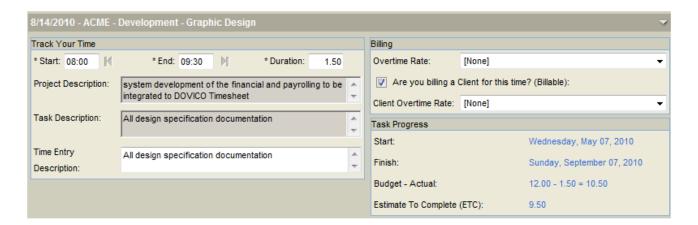
- Right click in the timesheet grid to create a multiple row, delete a row, etc.
- Double click on a multiple time entry task row to expand or collapse the row.
- The **ETC column** and some information in the Time Entry Details area can be hidden via the **Options** tab.
- Mouse over the project or task names in the timesheet grid or in the assignment tree to see their descriptions (if any).

Time Entry Details

For each time entry entered in the timesheet grid, unique details can be added or edited. The **Time Entry Details** area of the screen displays the editable and non-editable fields that are unique to each time entry.

The following specifies the content of the time entry details area of the screen.

Note: Some of the fields detailed below may not appear on your screen. Certain fields can be hidden or disabled using specific settings in the **Options** tab or can be disabled by your manager using administrative functions.



Track Your Time

Start: The Start time for the time entry.

If the time was entered as a duration (**Bulk**), the Start time is set to equal the end time of the previous time entry. If no previous time entries exist for that day, the Start time is set as specified in the 'My day starts at' setting in the Options tab.

If the time was tracked while working (**Timer**), the Start time is set to the precise time the Start button was pressed.

If the time was tracked while working (**Start from Last**), the Start time is set to the end time of the previous time entry or to the 'My day starts at' time if Start from Last was used to begin the day.

Click the **Fill Gap Backwards** button to set the Start time so that it is equal to the end time of the previous entry. The Fill Gap Backwards button is disabled if there is no available gap to fill.

End: The End time for the time entry.

If the time was entered as a duration (**Bulk**), the End time is calculated as the end time of the previous time entry plus the duration of this time entry.

If the time was tracked while working (**Timer**), the End time is set to the precise time the Stop button was pressed.

Click the **Fill Gap Forward** button to set the End time so that it is equal to the Start Time of the next entry. The Fill Gap Forward button is disabled if there is no available gap to fill.

Duration: The total time worked against the task either entered manually or calculated based on the Start/End times.

Notes:

- Durations can be entered in **hh:mm**, or in **decimal form**, but always appear in decimal form when saved.
- Start and End times formats are set from the Options tab.

Project Description: The project description entered by the manager or administrator.

Task Description: The task description entered by the manager or administrator.

Time Entry Description: A description field available to the user to enter details relating to the time entry (up to 4000 characters). An administrator can make this a required field. If not a required field, then the default description entered is a copy of the task description.

Custom Fields

Custom Fields can be created by your manager or system administrator to add additional fields for each time entry. Custom fields configured as 'required' display an asterisk (*) next to the field name.

Task Progress

Task Progress displays a task's progress against budgeted time.

The task's scheduled **Start and Finish** dates as defined by the manager or administrator using the Budgeted Time & Costs view.

Budget – Actual. Displays the Budgeted hours required to complete a task, the Actual hours worked against that task and the difference. The difference appears in red when the actual hours worked is greater than the budgeted hours. Note that Budgeted hours are entered in the administrative tool's Budgeted Time & Costs view while the Actual hours is the sum of the approved, rejected, under review and un-submitted time entries for that task.

Displays the task's **Estimate to Complete** entered in the timesheet grid's **ETC** column.

Note: If a task is designated as a 'global' task by an administrator, then 'N/A' appears in the Task Progress information fields.

Billing

Overtime Rate: Lists all the Company Overtime rates available for this time entry.

Billable: Used if the time entry is billable. The default setting displayed for the Billable checkbox changes depending on the task assignment selected. The default setting for each task assignment is configured at the project structure level and can only be modified by the project manager or system administrator using the Budgeted Time & Costs view.

Client Overtime Rate: Lists all the Client Overtime rates available for this time entry.

Submitting Time

Periodically, as defined by your manager or system administrator, you must submit your time entries for review, approval, etc.

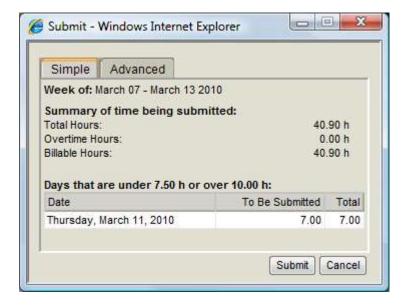
The following describes how to submit time entries for (1) an entire week or for (2) a specific period, and explains the status of time entries after they have been submitted.

Notes:

- Once time entries have been submitted, they are no longer available to be edited. However, additional time entries can be added and submitted for the same date range.
- If Time Lockout has been enabled, you are prevented from submitting time for those days that are locked. You may request that the period be opened (Exception Request, page 307).

■ To submit time for the week currently displayed:

- 1. Move to the applicable **week** by clicking the calendar row's arrow (or) buttons.
- 2. Click the **Submit** button on the toolbar. The Submit window opens.



- 3. Click the **Simple tab**.
- 4. Review the **Summary statistics** for the time to be submitted.
 - **Total Hours**: The total number of hours to be submitted for the week.
 - **Overtime hours:** The total number of overtime hours to be submitted for the week.
 - **Billable hours**: The total number of billable hours to be submitted for the week.
 - (Optional) Days that are under...: Lists the days not meeting the minimum or maximum hours as setup in **Options**.

Notes:

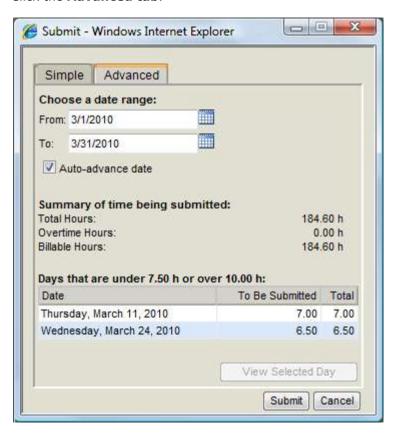
- The Total displayed in the 'Days that are under' summary is the sum of the time to be submitted plus any time previously submitted for that day.
- Summary Overtime and Billable hours may not be displayed if these options are hidden in the time entry screen.

5. Click Submit.

Note: Those submitting time on a daily basis can use the instructions above (To submit time for the week currently displayed) as the software prevents time entries from being submitted more than once.

■ To submit time for a specific date range:

- 1. Click the **Submit** button Submit on the toolbar. The Submit window opens.
- 2. Click the Advanced tab.



- 3. Select the **From** and **To** dates by clicking the calendar icons **...**
- 4. Click the **Refresh** button.
- 5. Review the **Summary statistics** for the time to be submitted.
 - **Total Hours**: The total number of hours for the selected period.
 - **Overtime hours**: The total number of overtime hours for the selected period.
 - **Billable hours**: The total number of billable hours for the selected period.
 - (Optional) Days that are under...: Lists the days not meeting the minimum or maximum hours as setup in **Options**.

To view or edit time entries for a specific day, select the day and click the View Selected Day button.

Notes:

- The Total displayed in the 'Days that are under' summary is the sum of the time to be submitted plus any time previously submitted for that day.
- Summary Overtime and Billable hours may not be displayed if these options are hidden in the time entry screen.

- 6. Select the **Auto-advance date** checkbox to have the From and To dates automatically advance with time. When unchecked, the selected date range is saved.
- 7. Click Submit.

Status of submitted time entries

If your manager or administrator has setup approval processes, some or all of your time submitted may be reviewed, approved or rejected by one or more managers.

Approved entries display a blue tag

next to the time entry and **cannot be edited**. **Entries Submitted** (Under Review) display an orange tag

and cannot be edited. **Rejected** entries display a red tag

.

Tip: You can review the approval paths for submitted time or expenses along with the status of any sheet waiting for approval by clicking the **Show Approval Paths** button on the toolbar. Note that this function will not be available if disabled by the system administrator.

Edit Rejected time

When a manager or administrator rejects time entries, these are returned to you for editing and resubmission. The following explains how to (1) determine if you have rejected time entries, (2) how to edit and (3) how to re-submit those rejected time entries.

■ To determine if you have rejected time entries:

Whenever one or more time entries have been rejected, an exclamation icon ! is displayed in the Timesheet tab. Also, within the timesheet grid, a red tag papears next to any rejected time entry.

■ To edit a rejected time entry:

- 1. Click the **Reject** button on the toolbar to display a list of all weeks containing rejected time entries.
- 2. **Select a week** and click the **View** button to display that week.
- 3. Click in any time entry cell showing a red tag .

The time entry details area's **title bar** displays the **reason** the time entry was rejected as entered by the person who rejected the time entry.

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This entry has been Rejected, the reason:
This time entry was entered for a Sunday. It should have been Thursday or Friday.

- 4. Using the time entry details area, make any **necessary changes** to the time entry.
- 5. Repeat **steps 3 and 4** for each rejected time entry.

Click the Reject button (**Step 1**) again to see if there are remaining rejected entries.

■ To re-submit rejected time entries:

1. When all rejected time entries have been edited, click the **Submit** on the toolbar to begin the submitting process.

Note: Time entries that have been **Submitted** or **Approved** cannot be edited.

Review approval paths and status of submitted sheet

You can review the approval paths for submitted time along with the status of any sheet waiting for approval. Note that this feature will not be available if disabled by the system administrator.

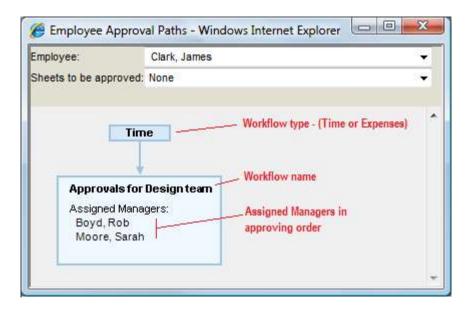
■ To review approval paths or submitted sheet status:

1. Click the **Show Approval Paths** button ⁵⁴ on the toolbar.

The Show Approval Paths window opens.

Approval paths for time are displayed with approving managers listed for each workflow. To view the status of a specific submitted sheet, select the sheet from the Sheets to be approved dropdown list. Sheets already approved are not displayed in this list.

- A dashed line --> used display the flow when entries designated for a project specific workflow are also directed to a sheet-based workflow (All Projects).
- When a specific sheet is selected from the drop-down list, the active workflow is highlighted in yellow and an arrow b is placed next to the manager who must next approve the sheet.



Time Entry Options

The Time Entry **Options** tab permits a user to determine what information and data fields are displayed in the time entry screen, as well as establish settings for other personal preferences.

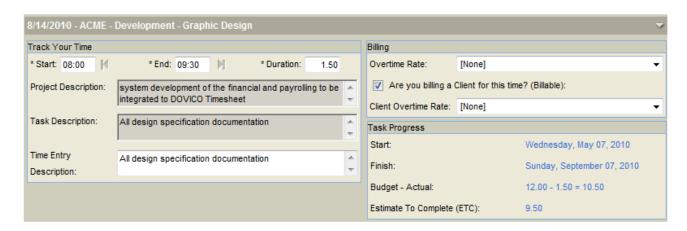
Note: Some options described below may not be available if the system administrator or manager has chosen to always show or hide some items.

■ To modify time entry options:

- 1. Click the **Options** tab at the top of the screen.
- 2. Review and modify options as required.
- Click Apply.

Available time entry options:

- Show Start/End times: Show/hide the Start and End times in the time entry details area of the time entry screen.
- **Time Format**: Set the time entry format for the Start and End time fields in the details area. This option is only available if the Show Start/End times option (above) is set to 'Yes'.
- Show **Project Description**: Show/hide the project description in the time entry details area. When hidden, the project description can still be viewed by mousing over the project name in the assignment tree or timesheet grid.
- Show **Task Description**: Show/hide the task description in the time entry details area. When hidden, the task description can still be viewed by mousing over the task name in the assignment tree or in the time entry grid.
- Show Time Description: Show/hide the time entry description field in the time entry details
 area. The task description is used as the default entry for the 'Time Entry Description' field,
 and can be modified by the employee for each time entry.
- Show Billable: Show/hide the billable checkbox in the time entry details area.
- Show Client Overtime: Show/hide the Client Overtime Rate drop-down list in the time entry details area.
- Show **Company Overtime**: Show/hide the Company Overtime Rate (Overtime Rate) drop-down list in the time entry details area.
- Show Task Progress information: Show/hide the Task Progress information in the time entry details area.
- Show **ETC column**: Show/hide the **ETC** column in the timesheet grid.



- **Password** and **Confirm password**: Used to change your login password. The Password field is disabled when the user is linked to Active Directory.
- My week starts on: Select the default day of the week that starts each week for time entry.
- **My day starts at**: Set 'My day starts at' to the time you normally start working. It is used to set a default start time when the 'Start from last' button is used at the beginning of each day. It is also used to set the start time when the day's first time entry is entered as a duration.
- **Default sheet for new week**: This option determines which assignments are added to the timesheet grid when a new week is started.
 - Prompt for options: Shows all options every time a new week is started.
 - Blank sheet: This option leaves the timesheet grid blank. You must manually add the assignments or manually use Favorites.
 - From favorites: This option automatically adds all assignments located in the Favorites tab to the timesheet grid.
 - From last week: This option copies all the task row assignments from the previous week to the new timesheet grid. No time entries are copied.
 - From last week without blank rows: This option copies all the task rows from the
 previous week to the new timesheet grid and removes any blank rows (those having no
 time entries).
- When submitting, warn if day: To set a warning for minimum or maximum number of working hours per day. When submitting time, the submit summary window displays all days that do not comply with the limits.

Other functions

Favorites

Favorites is a personalized collection of task assignments useful for those who work on the same assignments each week and who want a quick method to add these favorites to the timesheet grid.

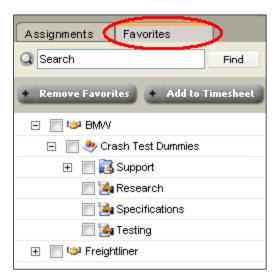
The following describes how to (1) add assignments to your favorites, how to (2) manually add your favorite assignments to the timesheet grid and how to (3) remove assignments from your favorites.

To add assignments to favorites:

- 1. Click the **Assignments tab**.
- 2. In the assignments tree, **check** only those items you want to add to your favorites. You can add more assignments to your favorites at any time.
- 3. Click the Add to Favorites button.

Now when you begin a new week, you'll have the **option** to automatically have all your favorites added to the timesheet grid.

4. (Optional) Click the Favorites tab to review the favorites.



Notes:

- There is a limit to the number of task assignments that employees can add to their Favorites (and to their weekly timesheet grid). By default, this limit is 100 task assignments. This limit can be modified by the manager or system administrator. (page 234)
- If you have all the assignments for a given project already added to your favorites and your manager creates a new assignment for this project, this new assignment will not be automatically added to your favorites.
- Some assignments selected as favorites may not automatically be added to the timesheet grid. This
 occurs when a project/task status has been changed or when a task is not scheduled to be worked on. A
 warning message is displayed when this occurs.

- To have your Favorites automatically added to each new week, review the 'Default sheet for new week' setting in the **Options** tab.
- Use the **Right click** function for quick access to some functions in the assignment tree.
- Use the **Find** function to quickly find a specific client, project, task group or task in the assignment tree.

■ How to manually add your favorites to the timesheet grid:

- 1. Click the Favorites tab.
- 2. **Check** the items **V** to add to the timesheet grid, or right click and choose Select All.
- 3. Click **Add to Timesheet** button to add your favorites to the timesheet grid.

The task assignments added to the timesheet grid are temporarily highlighted in green.

■ How to remove assignments from your favorites:

- 1. Click the Favorites tab.
- Check ✓ those items you want to remove from your favorites.
- 3. Click the **Remove Favorites** button.

Moving to a different week

By default, the current week's timesheet grid is displayed after logging in. The following describes how to display a different week, month or year in the timesheet grid.

- To move **forward** (or **backwards**) one week, click the arrow buttons (or) located in the calendar row.
- To move more than 1 week at a time, or to move to a different month or year, click the calendar button IIII and click on a different week, or select a different month or year from either drop-down list.

	Augu	st •	-		2010	-
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
Today: 8/8/2010						

- Click the blue **Today** bar at the bottom of the calendar to move to the current week.
- To close the calendar without selecting another week, click the calendar icon again or click elsewhere in the view or use your keyboard's Esc key.

Starting a new week

When moving to a week that has no assignments in the timesheet grid (**new week**), you may be prompted to select which assignments to add to the timesheet grid. The following details those options.

Use blank sheet: This option leaves the timesheet grid blank. You must **manually add the assignments** or use **Favorites**.

Use your favorites: This option adds all the Favorite assignments to the timesheet grid.

Use same rows as last week: This option copies all the assignments from the previous week to the timesheet grid. No time entries are copied. If the previous week has no assignments, the timesheet grid is left blank.

Use same rows as last week, without blank rows: This option copies all the assignments from the previous week to the timesheet grid and removes any blank rows (those having no time entries). If the previous week has no assignments, the timesheet grid is left blank.

Note: If you are not prompted on how to populate the timesheet grid when starting a new week, see the 'Default sheet for new week' setting in the **Options** tab.

Tip: You can manually add assignments or use Favorites at any time.

Date and Time formats

The **Start/End field** time format for time entry can be configured to either the 24 hour clock format (e.g. 13:30) or the 12 hour AM/PM format.

The **Duration field** time format for time entry can be either hh:mm or decimal formats (3:30 or 3.5), but values are converted to decimal (3.5) when saved.

ETC

The **ETC** column (Estimate to Complete) displayed at the far right of the timesheet grid is an optional column used by employees to enter how many **hours** they **estimate** are required to **complete the task**.

ETC values are sent to the database and enable managers to view estimated time to completion reports to aid in tracking project development and employee efficiency.

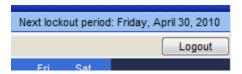
Notes:

- The ETC column can be hidden using the **Options** tab.
- ETCs can be adjusted by managers using the Budgeted Time & Costs view.
- Historical ETC values are not saved. The ETC value entered for a task in a given week appears in all
 previous and future weeks.
- ETCs are not submitted along with time entries but are immediately updated in the database whenever an ETC value is added or modified.
- When an ETC value of 0 is entered for a task, it is displayed as 'Complete' in various administrative views and reports.
- The ETC value is also displayed in the Time Entry Details area (Task Progress Information).

Lockout Exception request to enter/submit time

An administrative feature called Time Lockout permits all time entries and submissions to be locked down after a specified date. After that date arrives, no additional time entry or time entry submissions are permitted on or prior to the date.

When Time Lockout is enabled, a message is displayed in the upper right hand corner of the time entry view. Lockouts do not apply to expenses.



If required, a user can submit a request that the locked period be opened (Exception Request). If the Exception Request is approved, the user is then able to enter and submit time for this period.

The Exception Request feature is only available if Time Lockout has been enabled by an Administrator.

Lockout exception request to enter/submit time:

1. Click the **Exception Request** button un the time entry toolbar.

The Exception Request window opens.

- 2. Select which **Manager** to send the exception request to. This list displays all administrative users who have the ability to approve the request.
- 3. Enter the date range (Start/Finish) to open.
- 4. Enter a **Reason** for the request.
- 5. Click Submit.



An e-mail is automatically sent to the manager. When approved, the user who submitted the request is notified by e-mail.

Right Click

Right Click functions are available in the assignment tree and timesheet grid areas of the time entry screen giving the user guick access to certain functions and features.

Assignment tree:

- Collapse All: Collapses all open branches.
- **Select All**: Selects ✓ all items in the assignment tree.
- **Unselect All**: Unselects all items in the assignment tree.
- **Add To Favorites**: Adds the selected items **W** to your favorites.
- **Add To Timesheet**: Adds the selected items \boxed{V} to the timesheet arid.
- Refresh: Refreshes the assignment lists.
- **Show All:** An administrative feature permits a manager to hide assignments when the date is outside the task's scheduled start and finish dates. This option shows all assignments available regardless of the assignments' start and finish dates.

Timesheet grid:

- **Start Timer**: Starts the timer on the selected task assignment.
- Start Timer from Last: Starts the timer on the selected task assignment and sets the Start time so that it is equal to the end time of the previous time entry. The **Show Start/End time option** must be enabled to use Start From Last.
- **Stop Timer**: Stops the timer.
- Create Multiple Row: Creates an additional time entry row for the selected task assignment.
- Delete Selected Rows: Deletes all selected rows.
- **Expand**: Expands a multiple row.
- **Collapse:** Collapses a multiple row.

Find

The **Find** function is useful when trying to locate a specific client, project, task group or task from a long list of assignments within the assignment tree.

■ To find a specific item:

- 1. Enter the text in the Find's **text box**. Enter the full name or simply the first few letters.
- 2. Click the **Find** button to find the first occurrence of this item.
- 3. (Optional) Click Find Again to locate the next occurrence.



Notes:

- You cannot use wildcards (* , %, etc) in the Find's text box.
- A Find always begins from the top of the assignment tree.

Show All

An administrative feature permits a manager or system administrator to hide a task assignment from time entry users when the date is outside the task's scheduled start and finish dates.

This option does not prevent employees from tracking time against a task but simply reduces the list of tasks displayed in the time entry's assignment tree to only those tasks scheduled to be worked on during the displayed week.

However, if required, an employee can still display and track time against a hidden task.

■ To track time against a hidden task:

From the time entry screen:

- 1. **Right click** in the assignment tree.
- 2. Select **Show All**. All hidden tasks will now appear in the assignment tree.
- 3. **Locate** and **check v** one or more tasks to add to the timesheet grid.
- 4. Click the Add to Timesheet button.
- 5. **Track time** on the task as required.

Notes:

- Whether task assignments are hidden from users is determined by the manager using the Only Display Scheduled Assignment function.
- You can re-hide tasks by right clicking in the assignment tree and re-selecting Show All.

Offline Timesheet

You can enter or track time when disconnected from your network or from the internet by using the **Offline Timesheet** function.

While **working offline** in DOVICO Timesheet most time entry functions are available. However functionality not directly related to entering time is not available. This includes submitting time, expense entry, reporting and access to Options. Administrative functions are also not available while offline.

Note: You must be connected to the system database (online) before you can create your 'offline' timesheet and go offline. That is, if you are already off-site (disconnected from your network) you can use your existing offline timesheet but you cannot create a new one.

Tip: For those users who are primarily only required to enter time and who keep forgetting to create an offline timesheet before they go off-site, one practice is to always use the offline timesheet and only re-establish a connection to the system database (go online) to submit time, report, enter expenses, etc.

Prerequisite:

• If your My Documents folder is located on a remote server, the Offline Timesheet requires that your computer be **configured to use 'Offline Files'** so that your My Documents folder is available when you are not connected to your network. (see Offline Setup, page 312)

How do I check this? Right click on any file or folder in your My Documents folder and select Properties. Select the General tab and find the 'Location' field. If the location begins with \\ (double backslashes) then your My Documents folder is located on a remote server.

■ To go offline:

- 1. From the time entry screen, click the **Offline** button on the toolbar.
- 2. The following occurs:
 - a. You are prompted to download a small file. Select **Open**, or save and open the file (TimesheetApplicationLauncher.exe).
 - b. If your My Documents folder is located on a remoter server, you are **warned** about properly configuring your computer's offline files (see Prerequisite above).
 - c. Data is synchronized between your computer and the database.
 - d. The DOVICO Timesheet application closes.
 - e. A small application is stored on your computer, and an icon is placed on your desktop 👪 and in your system tray.
 - f. The Offline Timesheet application automatically launches.

Note: If the file (TimesheetApplicationLauncher.exe) is saved, it should be deleted after its first use.

Entering time while offline:

When **entering time** using the Offline Timesheet, all time entries (and time entry details) are stored on your computer's hard drive. Periodically, you should synchronize the Offline Timesheet to the system database to update your assignments, etc. However before you can submit your time, you must return to the online mode.

While offline you have access to a total of seventeen (17) weeks of timesheet data. These are; the week you went offline, eight (8) weeks prior and eight (8) weeks forward.

When you want to re-establish a connection to the DOVICO Timesheet system database (go online) you should use the **Online** button on the Offline Timesheet's toolbar. Going online through an alternate method (from a bookmark, a URL, a different computer, etc) could potentially cause conflicting time entries.

■ To permanently reconnect to the database (Online):

- 1. Click the **Online** button on the toolbar. When you reconnect to the database:
 - You are prompted to enter your password.
 - All time entries in the Offline Timesheet are copied and stored in the system database.
 - The offline time entries and desktop icon are removed from the computer.

■ To temporarily reconnect to the database (Sync):

- 1. Click the **Sync** button on the toolbar. When you synchronize to the database:
 - You are prompted to enter your password.
 - All time entries in the Offline Timesheet are copied and stored in the system database. **NOTE**: These time entries are not submitted.
 - All task assignments are updated.
 - Any rejected time entries are received.
 - All ETCs are sent to the database.
 - A new 17 week span of timesheet data is established based on the current week.
 - You are disconnected from the system database and return to offline mode.

Offline Setup Requirements

If your 'My Documents' folder ('Documents' on Vista) is located on a remote server, DOVICO Timesheet's Offline Timesheet requires that your computer be configured to use 'Offline Files' so that this folder is available when you are not connected to your network.

Note: To check if your 'My Documents' folder ('Documents' on Vista / Windows 7) is located on a remote server, right click on any file or folder in My Documents and select Properties. Select the General tab and find the Location field. If the location begins with \\ (double backslashes) then your 'My Documents' is located on a remote server.

Warnings:

- If Offline Files are not properly configured, time entered while working offline may be lost when you reconnect to the system database.
- Before disconnecting from a network, users should always synchronize their Offline Files. The instructions provided below will only synchronize the data when users log off their computers. Data protection cannot be assured if a user simply disconnects the network cable without first manually synchronizing or if a WAN connection is lost.

■ To setup Offline Files on your computer:

Windows XP

- 1. From your desktop, open your **My Documents** folder.
- 2. Select **Tools** / **Folder Options** from the menu.
- 3. Click the Offline Files tab.
- 4. Check both the Enable Offline Files and Synchronize all offline files before logging off boxes.
- 5. Click OK.

Windows Vista

- 1. From your desktop, select **Start / Control Panel /** Offline Files.
- 2. On the General tab, click **Enable Offline Files**.

Windows 7

- 1. From your desktop, select Start / Control Panel / Sync Center / Manage Offline files.
- 2. On the General tab, click **Enable Offline Files**.

Offline Help

The following describes the peculiarities of having access to both an offline timesheet (on the desktop) and a direct link to go online (access the system database via the normal login screen) at the same time, and the proper way a user should reconnect to the system database (go online).

In a typical deployment, all time entries for all users are contained in one system database. However, with an offline timesheet, a user can have time entry data in 2 different locations; in the user's computer hard drive and in the system database. Therefore the possibility exists that a user could access the system database (go online) and enter time data that conflicts with time data the user has in the offline timesheet that has not be synchronized.

How to properly connect to the system database (go online)

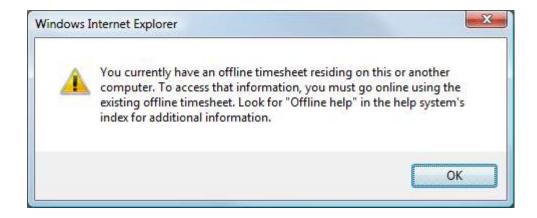
After having established an offline timesheet on a computer, it is important that a user wanting to return to online operation establishes the connection by first launching the offline timesheet and then clicking the **Online** button on the toolbar. This ensures that any data stored in the offline timesheet is copied to the system database thus preventing possible conflicting time entries.

Sample scenario:

A user closes the offline timesheet containing a week's worth of time entries without going back online (or synchronizing). By closing the application in this manner, this means that these time entries exist only on the user's computer. Now if this same user goes online using an alternate method (from a bookmark, a URL, a different computer, etc) instead of connecting via the Offline Timesheet's Online button, the user will not see that week's time entry data since these exist only on the user's computer hard drive.

This is one scenario showing why it is important that when users want to re-establish a connection to the DOVICO Timesheet system database (go online) they should use the **Online** button on the Offline Timesheet's toolbar. This is particularly important if a user creates an offline timesheet on a different or public computer. In these circumstances, the user should always return to online mode before leaving that computer.

If a user should go online while an Offline Timesheet exists anywhere, the following warning is displayed.



Expense Entry

Introduction to the Expense Entry screen

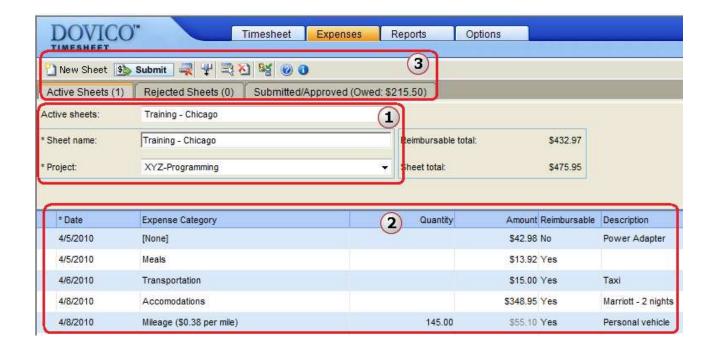
The Expense Entry screen (**Expenses**) contains 3 sections designed to assist you in entering and submitting expenses.

The Expense Sheet Properties area identifies the expense sheet displayed and permits the user to view other expense sheets.

The Expense Entry Grid area is where individual expenses and their details are entered.

The **Toolbar** displays buttons, which carry out commands such as Create new sheet, Submit expenses, etc..

The **Tabs** are used to navigate between active, rejected and approved expense sheets.



Expense Entry Toolbar

🖺 New Sheet	Create a new sheet: To create a new expense sheet.
\$ Submit	Submit: To submit an expense sheet to the database.
	Delete selected rows : To delete an expense entry (row) from the expense sheet grid.
Ψ	Show/Hide Columns : To personalize the expense entry grid by hiding or displaying certain columns.
× N	Delete expense sheet: To delete the entire expense sheet.
=	Move selected row: To move an expense entry to a different expense sheet.
<u>8</u> ğ	View approval paths: To review approval path for submitted time and expenses.
②	Help: To launch the Help system.
3	About: To display information on the software version.
Logout	Logout: To logout of DOVICO Timesheet.
Administration	Return to Administrative views : To access the administrative functions. The administrative functions are only available to those with suitable software access rights and security level .

Enter Expenses

The **Expenses** view allows you to enter and submit expenses for purchases or costs incurred against a project. Once submitted (and approved), expenses are saved in the database and are available for project cost reporting, analysis and billing.

In DOVICO Timesheet's expense entry screen, expenses are organized by sheets. Each expense must belong to a sheet and each sheet must be associated to a project.

See page 318 to learn how to enter mileage or other 'rate-based' expenses.

To enter an expense:

- 1. Click the Expenses tab to access the Expense entry view.
- 2. Click the **Active Sheets** tab in the upper left corner.

If entering an expense for an **existing expense sheet**:

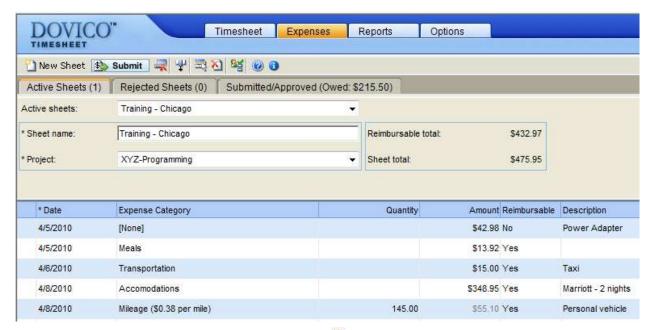
3a. Select the sheet from the **Active sheets** drop-down list and go to step 4.

If entering an expense for a **new expense sheet**:

- 3a. Click the **New sheet** button 📋 on the toolbar.
- Enter a Sheet name.

Note: When submitted, your name, the associated project and the date range are automatically added to the Sheet name where applicable.

3c. Select a **project** for this sheet from the Project drop-down list.



- 4. Click in the empty row (the row with the asterisk ** at the far left).
- 5. (Optional) Modify the expense date by clicking in the date cell and then clicking the calendar button **III**.
- 6. (Optional) Select an Expense Category from the drop-down list.

- 7. Enter an **amount** for the expense. It's a good practice to enter the amount in your company's base currency. Click the **currency converter** button to convert the amount.
- 8. (Optional) Select if this expense is reimbursable.
- 9. (Optional) Enter a description for this expense (up to 4000 characters).

The following **optional columns** may appear within the expense entry grid. These fields can be displayed or hidden using the **Show/Hide column** button \forall on the toolbar.

- Enter a **Reference** number.
- Enter a Purchase Order number.
- Select **Billable** if the expense is billable.
- Enter the Markup Percentage for the expense.
- Enter the **Fixed Amount** if necessary.
- Enter Value Added Tax 1 and Value Added Tax 2 information for your location if required.
- **Client Cost**: A non-editable field showing the client cost for the expense: (Amount x Markup %) + Fixed Amount.

Custom Fields: Any required custom fields created by your manager automatically appear in the grid. Non-required custom fields can be added to the grid using the Show/Hide column function.

Notes:

- The Quantity field is only available when a rate-based expense category is selected.
- The **Reimbursable total** displayed above the grid shows the total for the expense entries that have been checked as reimbursable within the sheet. The total does not include any markup, fixed costs or taxes.
- The **Sheet total** displayed above the grid shows the total for all expense entries within the sheet. The total does not include any markup, fixed costs or taxes.
- Expense entries having an **amount = 0** are displayed in the expense entry screen. If the expense entry is not billable, it will be removed from the expense sheet when the sheet is submitted for approval. If the expense entry is billable and a fixed cost is applied, the expense will be submitted.
- The Project drop-down list includes only those **projects** to which you are assigned.
- Certain custom fields may be disabled depending on the expense category selected.
- The date and currency formats are based on the regional settings on the server or computer where DOVICO Timesheet is installed.

- An unsubmitted or rejected expense can be **moved** to another sheet by selecting the expense row and clicking the **Move expense** button on the toolbar.
- Delete an expense entry by selecting the row and clicking the delete row button won the toolbar.
- Delete the entire expense sheet by clicking the delete sheet button \(^{\delta}\) on the toolbar.

Entering Mileage

The Expenses view allows you to enter mileage or other per unit or rate-based expenses for purchases or costs incurred against a project.

Prerequisite:

 Specific rate-based Expense Categories must first be created by a manager or administrator before entering mileage type expenses.

■ To enter a rate-based expense:

- 1. Click the **Expenses tab** to access the Expense entry view.
- 2. Click the **Active Sheets** tab in the upper left corner.

If entering an expense for an **existing expense sheet**:

3a. Select the sheet from the **Active sheets** drop-down list and go to step 4.

If entering an expense for a **new expense sheet**:

- 3a. Click the **New sheet** button and on the toolbar.
- 3b. Enter a **Sheet name**. When submitted, your name, the associated project and the date range are automatically added to the Sheet name where applicable.
- 3c. Select a **project** for this sheet from the Project drop-down list.
- 4. Click in the empty row (the row with the asterisk ** at the far left).
- 5. (**Optional**) Modify the expense **date** by clicking in the date cell and then clicking the calendar button ...
- 6. Click in the empty Expense Category cell displaying [None] and select a 'rate-based' **Expense Category** from the drop-down list. Rate-based expense categories are displayed with the unit cost value in parentheses. Example: Mileage (\$0.45 per mile).
- 7. Enter the number of units in the **Quantity** field. The Amount is automatically calculated.
- 8. (Optional) Select if this expense is reimbursable.
- 9. (**Optional**) Enter a **description** for this expense (up to 4000 characters).

Submitting Expenses

Periodically, as defined by your manager or system administrator, you must submit your expense entries for approval. Once submitted (and approved), expenses are saved in the database and are available for project cost reporting, analysis and billing.

The following describes how to submit expense sheets and how to review the status of a submitted expense sheet.

To submit an expense sheet:

- 1. Select the **sheet** to submit from either the Active or Rejected sheets drop-down lists.
- 2. Click the **Submit button** Submit on the toolbar.

The submitted sheet is placed in the Submitted/Approved tab.

Notes:

- Sheets must be **submitted** as a **whole**. Individual expenses from within a sheet cannot be submitted.
- When expense sheets are submitted, the user's name and date range are automatically added to the Sheet name. Expense sheet date ranges are based upon the minimum and maximum expense entry dates within each sheet.

■ To review the status of a submitted expense sheet:

The **Submitted/Approved** tab is where all submitted expense sheets are located.

- The **Sheet Status** column displays whether the sheet is Approved, Under Review or if it has been categorized as reimbursed within the Administrative views.
- Clicking on an expense sheet displays that sheet's individual entries in the lower pane.
- The **Owed** amount displayed on the tab's label represents the Reimbursable total for all
 expense sheets that you have not checked as 'Received Payment' in the left most column. The
 Received Payment checkbox is a personal marker and its status is not transferred to the
 Administrative views.



Tip: You can review the approval paths for submitted time or expenses along with the status of any sheet waiting for approval by clicking the **Show Approval Paths** button on the toolbar. Note that this function will not be available if disabled by the system administrator.

Edit rejected expenses

When a manager or administrator rejects expense entries, these are returned to you for editing and resubmission. The following explains how to determine if you have rejected expense entries, and how to edit and re-submit those rejected expense entries.

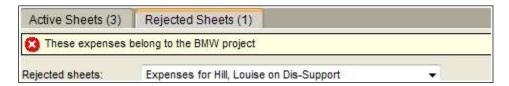
■ To determine if you have rejected expense entries:

An exclamation icon is displayed within the **Expenses tab** whenever one or more expense sheets have been rejected.

■ To edit a rejected expense:

- 1. Click the **Rejected Sheets** tab near the top of the screen.
- 2. Select the rejected expense sheet from the **Rejected sheets** drop-down list.

The **reason for rejection** entered by the person who rejected the expense sheet appears on the screen.



- 3. **Edit** the expense entries as required:
 - **Modify** the data in one or more columns.
 - **Delete an entire row** by selecting the row and clicking the delete row button $\stackrel{>}{\blacktriangleleft}$ on the toolbar.
 - Delete the entire sheet by clicking the delete sheet button <a>\tilde{\text{\tilce{\text{\tetx}\text{\te}\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\tetx}\text{\texi}\text{\text{\text{\text{\texit{\texi}\text{\texit{\text{\texi}\text{\text{\texi}\text{\text{\texit{\texit{\texi}\tiint{\te
 - Move an entire row to a different sheet by selecting the row and clicking the Move expense button .

■ To re-submit an expense sheet:

- 1. Select the sheet to re-submit from the **Rejected sheets** drop-down list.
- 2. When all rejected expense entries for a sheet have been edited, click the **Submit** button on the toolbar.

Note: When an approving manager or administrator rejects an expense entry, the entire sheet is rejected. Individual entries are not identified and it is up to the approving manager to enter the appropriate level of details for the rejection.

Review approval paths and status of submitted sheet

You can review the approval paths for submitted expenses along with the status of any sheet waiting for approval. Note that this feature will not be available if disabled by the system administrator.

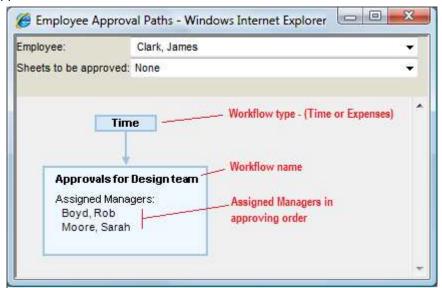
■ To review approval paths or submitted sheet status:

1. Click the **Show Approval Paths** button ^{**} on the toolbar.

The Approval Paths window opens.

Approval paths for expenses are displayed with approving managers listed for each workflow. To view the status of a specific submitted sheet, select the sheet from the **Sheets to be approved** drop-down list. Sheets already approved are not displayed in this list.

When a specific sheet is selected from the drop-down list, the active workflow is highlighted in yellow and an arrow b is placed next to the manager who must next approve the sheet.



Other functions

Show/Hide Expense Columns

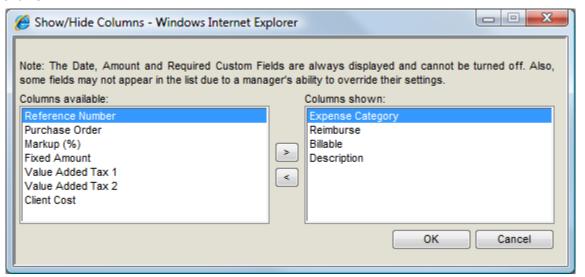
The Show/Hide columns function permits users to personalize the expense entry view by showing or hiding specific columns in the expense entry grid.

■ To hide a column:

- 1. Click the **Show/Hide Column** button \$\foat\text{ located on the toolbar.}
- 2. From the Columns shown list on the right, select the columns to hide and click the Remove button located between the lists.
- 3. Click OK.

■ To show a hidden column:

- Click the Show/Hide Column button \(\forall^2\).
- 2. From the **Columns available** list on the left, select the columns to show and click the Add button located between the lists.
- 3. Click OK.



Notes:

- The **Date** and **Amount** columns are required fields and cannot be hidden.
- The Quantity column is only displayed in the expense sheet grid if a rate-based expense category exists. The Quantity column cannot be hidden.
- Any required Custom Field cannot be hidden.
- Show/Hide functionality for some columns can be disabled or overridden by the manager or system administrator.
- The order in which columns are displayed cannot be modified.

Move an expense entry

The following describes how to move an un-submitted expense entry to a different expense sheet.

■ To move an expense entry to another expense sheet:

- 1. Click the **Expenses tab** to access the Expense entry view.
- 2. Click the Active Sheets (or Rejected Sheets) tab in the upper left corner.
- 3. Click anywhere on the **expense entry row** to be moved.
- 4. Click the **Move expense** button and on the toolbar.
- 5. From the pop-up window, **select the sheet** where the expense is to be moved.
- 6. Click OK.

Date and Currency formats

The date and currency formats are based on the regional settings on the server or computer where DOVICO Timesheet is installed.

Time & Expense Entry Reporting

The **Reports** tab is used to display or print time and expense reports. See Default Reports at the end of these instructions for a brief description of each time and expense entry report.

■ To view a report:

- 1. Click the **Reports** tab located at the top of the screen.
- 2. Click on the **report name** or description.
- 3. To report on a specific date range, check the **Filter by Date Range** checkbox and modify the **From** and **To** dates by clicking the calendar icons . Or uncheck the **Filter by Date Range** checkbox to report on all data.
- 4. Optionally modify on which Entry Status to report. By default, all options are selected.

Approved: Time and expenses submitted and approved. **Not Submitted**: Time and expenses not submitted. **Rejected**: Time and expenses submitted and rejected.

Under Review: Time and expenses submitted but not yet approved or rejected.

5. Click the **View Report** button near the bottom of the screen or click the preview button and the toolbar.

An Adobe PDF formatted report is generated in a new window. To print or save the report, click the appropriate button on the PDF viewer's toolbar.

The previewed report can be exported in either **Word**, **Excel**, **RTF** and **CSV** formats by selecting the appropriate **export report format** from the drop-down list at the top of the window and clicking the **Export** button.

Notes:

- The Date Range or Entry Status options are not available on all reports.
- **Pie chart** reports only show the 4 largest values as unique pieces within the pie chart. All additional values are grouped into a single piece labeled **Other**.

Default Reports

The following default reports are available to all time and expense entry view users. Reports can be removed or added by your system administrator or manager.

Time Reports

Time by Project: Actual hours by project

Time by Project and Task: Actual hours by project and task Time by Project Chart: Pie chart of actual hours by project

Time by Project with Budget and Estimate to Complete: Budget and actual hours by project with

estimate to complete

Time by Task: Actual hours by task

Time by Task Chart: Pie chart of actual hours by task
Time Entry Details: Actual hours by date, project and task

Vacation and Leave: Hours accrued, used and remaining by type of leave

** The Vacation and Leave report returns values from the Accrual Start date for each type of leave.

Expense Reports

Expense Sheet Details: Expenses by sheet

Expenses by Project and Category: Expenses by project and category

Expenses by Category: Expenses by category

PART 5 - TIMESHEET DATABASE MANAGER

Database Manager

A tool included in DOVICO Timesheet is Database Manager. This utility allows you to perform a variety of functions for any DOVICO Timesheet database:

Since Database Manager can only be accessed from the computer (or network server) where DOVICO Timesheet is installed, it provides additional security to ensure that non-authorized personnel cannot access critical database functions.

In Database Manager ...

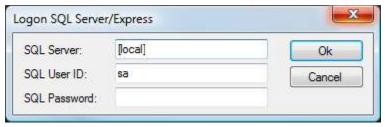
	Create a new database	327
	Backup a database	328
	Archive a database	Error! Bookmark
not	defined.	
	Re-index a database	330
	Restore a database	330
	Delete a database	331
	Other	331

Creating a new database

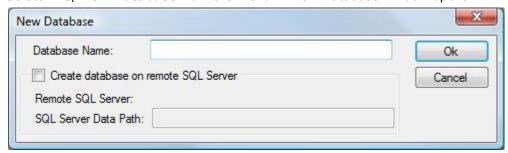
Use the New Database option to create a new DOVICO Timesheet database.

■ To create a new database:

1. From Windows, select Start, All Programs, DOVICO Timesheet, Timesheet Database Manager. A logon window opens.



- 2. Enter your SQL Password and click OK to accept the settings for SQL Server, SQL User ID and SQL Password (see picture above) or enter the SQL Server, SQL User ID and SQL Password for the SQL Server to which you want to connect.
- 3. Select File, New Database from the menu. A New Database window opens.

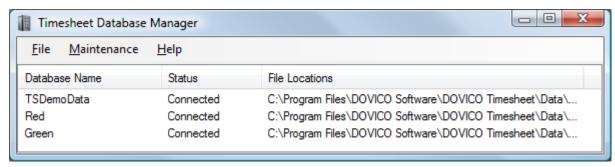


4. Enter the name of the new database in the **Database Name** field. The new database will be created in the directory where DOVICO Timesheet is installed. This in normally in: \Program Files\DOVICO Software\DOVICO Timesheet\data.

Note: Database names should not begin with a number or special character.

- 5. If the SQL Server is not installed locally, then you will need to select the **Create database on** remote SQL Server option.
 - Once this option has been selected, you will need to specify the SQL Server Data Path. This is the directory path on the SQL Server where the database files (*.mdf and *.ldf) will be stored. This has to be a local path on the remote SQL server. IMPORTANT: This cannot be a UNC or Mapped Network Drive path.
- 6. Click OK.

7. Once the database is created, it appears in the Database Name list.



8. To open and use the new database, select the database from the database list on DOVICO Timesheet's logon window. You may need to shutdown the Database Manager before the new database appears in the login screen.

Backing up a database

DOVICO Timesheet was designed using Microsoft SQL Server as the back-end server for database management. Use the Backup Database option to create a date-stamped .bak file.

Note: You can automate the backup process to run after hours using DOVICO Timesheet's Job Scheduler.

■ To backup a database:

- 1. From Windows, select Start, All Programs, DOVICO Timesheet, Timesheet Database Manager. A logon window opens.
- Enter your SQL Password and click OK to accept the settings for SQL Server, SQL User ID and SQL Password or enter the SQL Server, SQL User ID and SQL Password for the SQL Server to which you want to connect.
- 3. Select the **database** to backup.
- 4. Select Maintenance, Backup Database from the menu.

A date-stamped .bak file is created and placed in the same folder as the database's mdf and ldf files. This is normally in: \Program Files\DOVICO Software\DOVICO Timesheet\data

Archiving a database

Use the Archive Database option to remove all items flagged for archive from the source database and place them in an archive database. Archived databases can be opened anytime.

The first time a database is archived;

- A copy of the source database is made and 'Archive' is appended to the copied database's name.
- All items flagged to be archived are removed from the source database.

On subsequent archives;

- All items flagged to be archived are copied from the source database and placed in the previously created 'Archive' database.
- All items flagged to be archived are removed from the source database.

Before archiving a database, you can review all items flagged for archive by using the Items Flagged for Archive report in DOVICO Timesheet.

Warning: The Archiving process can take a considerable amount of time to execute because the process involves making a copy of the entire database. Archiving should be done during non-peak hours.

Careful consideration should be taken before archiving an item. The following points describe the implications of archiving some of the more important elements within DOVICO Timesheet:

- If an **employee** is archived, all the hours worked for that employee are removed from the source database. All expenses entered by the employee are also removed. All related information: hours worked for projects, project costs associated with the employee, estimates created for this employee are also removed.
- If a **project** is archived, all the hours worked for that project are removed from the source database. All expenses entered for the project are removed.
- If a **task** is archived, all the hours worked against that task are removed from the source database. All project costs and estimates associated with the task are also removed.
- If a **task group** is archived, all assignments made using the task group are removed from the source database along with any estimate information entered for those assignments made using task groups. Time entries associated with the tasks belonging to the task group are not removed.

Notes:

- An employee cannot be archived if:
 - the employee is the only assigned manager to the limited access' root access group.
 - the employee is the only one with Administrative Security rights.
 - the employee is an approving manager with sheets actively awaiting approval.
- The archive will not permit a client to be archived if the removal causes 2 projects to have the same name.
- The Archive function is not available for those clients using DOVICO Timesheet's Hosted Online solution. It is offered as a professional service. Please contact your sales representative for details.

■ To archive a database:

- 1. From Windows, select **Start**, **All Programs**, **DOVICO Timesheet**, **Timesheet Database Manager**. A logon window opens.
- Enter your SQL Password and click OK to accept the settings for SQL Server, SQL User ID and SQL Password or enter the SQL Server, SQL User ID and SQL Password for the SQL Server to which you want to connect.
- 3. Select the database to archive from the **Database Name** list.
- 4. Select Maintenance, Archive Database from the menu.
- A message asking you if you are certain you want to archive the information is displayed. Click Yes.
- 6. Click **OK** to accept the archive database name. A new archive database is created and called the same name as the selected database with the word 'Archive' appended.
- 7. The archived database is available from DOVICO Timesheet's logon window list of databases. To prevent employees from login into the archive database, you can log into the database and change the Software Access field for those employees you wish to deny access.

Tip: To restore one or more individually archived records, search for 'DV1116' in DOVICO's Knowledge base (http://www.dovico.com/techtips.html) for an article detailing how this can be done.

Re-index a database

You can use the Re-index Database option as often as necessary. It ensures that your database is properly indexed, which in turn enables the application to run faster.

■ To re-index a database:

- 1. From Windows, select Start, All Programs, DOVICO Timesheet, Timesheet Database Manager. A logon window opens.
- 2. Enter your **SOL Password** and click **OK** to accept the settings for **SOL Server**, **SOL User ID** and SQL Password or enter the SQL Server, SQL User ID and SQL Password for the SQL Server to which you want to connect.
- 3. Select the database to re-index.
- 4. Select Maintenance, Reindex Database from the menu.
- 5. Once the re-index is complete, a message window appears, click **OK**.

Restoring a database

DOVICO Timesheet was designed using Microsoft SQL Server as the back-end server for database management. Should the server computer crash and lose all information, you can restore the database backup file (.bak) using this option.

□ To restore a database:

- 1. From Windows, select Start, All Programs, DOVICO Timesheet, Timesheet Database Manager. A logon window opens.
- 2. Enter your **SOL Password** and click **OK** to accept the settings for **SOL Server**, **SOL User ID** and SQL Password or enter the SQL Server, SQL User ID and SQL Password for the SQL Server to which you want to connect.
- 3. Select Maintenance, Restore Database from the menu.
- 4. Enter the database name in the **Name** field.
- 5. **Browse** to the database's backup file location, select the .bak file and click Open.
- 6. Click OK.
- 7. Click **Yes** to confirm the action.

The database will be restored to Program Files\DOVICO Software\DOVICO Timesheet\data\

Note: When restoring a remote database, have the .bak file stored in the directory where the database will be restored. It is important that the directory specified is the directory as it appears on the remote server, not a mapped drive.

Deleting a database

Use the Delete Database option to delete a DOVICO Timesheet database.

Warning: This operation cannot be reversed. Once a database is deleted, it cannot be recovered.

■ To delete a database:

- 1. From Windows, select **Start**, **All Programs**, **DOVICO Timesheet**, **Timesheet Database Manager**. A logon window opens.
- Enter your SQL Password and click OK to accept the settings for SQL Server, SQL User ID and SQL Password or enter the SQL Server, SQL User ID and SQL Password for the SQL Server to which you want to connect.
- 3. Select the database to delete.
- 4. Select File, Delete Database from the menu.
- 5. A message is displayed asking you to confirm the action. Click **Yes** to delete the database.

Other functions

Attaching a database

Use the Attach a Database option to add an existing database using that database's mdf and ldf files.

■ To attach a database:

- 1. From Windows, navigate to DOVICO Timesheet's data folder. (By default this is in: \Program Files\DOVICO Software\DOVICO Timesheet\Data)
- 2. Create a **new folder** and label it using the database's name. The database name cannot contain spaces or any special characters.
- 3. **Copy** the database's mdf and ldf files to the newly created folder.
- 4. From Windows, select **Start**, **All Programs**, **DOVICO Timesheet**, **Timesheet Database Manager**. A logon window opens.
- 5. Enter your **SQL Password** and click **OK** to accept the settings for **SQL Server**, **SQL User ID** and **SQL Password** or enter the **SQL Server**, **SQL User ID** and **SQL Password** for the SQL Server to which you want to connect.
- 6. Select Maintenance, Attach Database.
- 7. Enter the **Database name**.
- 8. Browse to the database's **mdf** file location, select the file and click **Open**.
- 9. Browse to the database's **Idf** file location, select the file and click **Open**.
- Click OK. The database will only appear in the login's list of databases after the Database Manager is closed.

Synchronize database.config

The Synchronize Database.config option is a utility that automatically repairs the database.config file so that it contains only valid Timesheet databases located on the SQL Server.

Warning: This option should only be used under recommendation from DOVICO Support.

■ To synchronize the database.config file:

- 1. From Windows, select Start, All Programs, DOVICO Timesheet, Timesheet Database Manager. A logon window opens.
- 2. Enter your **SQL Password** and click **OK** to accept the settings for **SQL Server**, **SQL User ID** and SQL Password or enter the SQL Server, SQL User ID and SQL Password for the SQL Server to which you want to connect.
- 3. Select Maintenance, Synchronize database.config.
- 4. Confirm the synchronization operation by clicking **Yes** on the Warning message.

Moving a database

Use the Move Database instructions to move an existing database to a different computer or server.

■ Step 1 - Backup the database:

- 1. From Windows, select Start, All Programs, DOVICO Timesheet, Timesheet Database Manager. A logon window opens.
- 2. Enter your SQL Password and click OK to accept the settings for SQL Server, SQL User ID and SQL Password or enter the SQL Server, SQL User ID and SQL Password for the SQL Server to which you want to connect.
- 3. Select the **database** to backup.
- 4. Select Maintenance, Backup Database from the menu.

A date-stamped .bak file is created and placed in the same folder as the database's mdf and ldf files. This is normally in: \Program Files\DOVICO Software\DOVICO Timesheet\data

Step 2 - Copy and move the .bak file to a folder on the network:

1. Use Windows Explorer to copy the .bak file created in Step 1. Paste the file to a safe location on your network or a backup server.

Step 3 - Restore the database:

Once DOVICO Timesheet has been successfully installed on the new server:

- 1. Logon to Timesheet Database Manager.
- 2. From Database Manager, select Maintenance, Restore Database from the menu. The File Open window opens.
- 3. Enter the database name in the **Name** field.
- 4. Browse to the database's backup file location, select the .bak file and click Open.
- 5. Click **OK**. The database will be restored to: Program Files\DOVICO Software\DOVICO Timesheet\data\

Renaming a database

To rename the DOVICO Timesheet database:

*The database must be on the same server as SQL Server.

- 1. From the server location where DOVICO Timesheet is installed, stop the SQL Server. Right click on the SOL server icon in the system tray and select **Stop** (or from your Windows **Start** menu, locate and run the **SQL Server Configuration Manager** and **Stop** the DOVICO service).
- 2. Navigate to the data folder holding the databases. (By default this is in: \Program Files\DOVICO Software\DOVICO Timesheet\data)
- 3. Create a new folder and label it using the database's new name. The new database name cannot contain spaces or any special characters.
- 4. Copy the source **mdf** and **ldf** files to the new folder.
- 5. Re-start the SQL Server.
- 6. From Windows, select Start, All Programs, DOVICO Timesheet, Timesheet Database Manager.
- 7. Enter your SQL Password and click OK to accept the settings for SQL Server, SQL User ID and SQL Password or enter the SQL Server, SQL User ID and SQL Password for the SQL Server to which you want to connect.
- 8. Select Maintenance, Attach Database.
- 9. Enter the new **Database name**. Database names should not begin with a number or special
- 10. Browse to the new location for the database's **mdf** file, select the file and click **Open**.
- 11. Browse to the new location for the database's **Idf** file, select the file and click **Open**.
- 12. Click **OK**.
- 13. Exit Database Manager.
- 14. Start **DOVICO Timesheet** and select the database from the available list.

Note: You may want to delete the old database.

Modify Database Login

This option is used to change the SQL User ID and Password that DOVICO Timesheet uses to access SQL Server. This does not change the User ID and Password in SQL Server, it simply allows you to enter the login information that DOVICO Timesheet needs to access SQL Server.

■ To modify database login:

- 1. Select Maintenance, Modify Database Login.
- 2. Enter the **SQL User ID** that is used to access SQL Server.
- 3. Enter the **SQL Password** that is used to access SQL Server.
- 4. Enter the Password again in the **SQL Confirm Password** field to confirm that it has been entered correctly.
- 5. Select OK.

Modify 'sa' password

This option is used to change the current 'sa' account password required to logon to Database Manager.

Warnings:

- Modifying the 'sa' account password could affect other applications connecting to your SQL Server.
- If you forget this password, you will have to re-install SQL Express/SQL Server.

\blacksquare To modify sa password:

- From Windows, select Start, All Programs, DOVICO Timesheet, Timesheet Database Manager and logon to the Database Manager.
- 2. Select Maintenance, Modify 'sa' password.
- 3. Enter the **Current** sa password.
- 4. Enter the **New** password.
- 5. Enter the Password again in the **Confirm new password** field to confirm that it has been entered correctly.
- 6. Select OK.

PART 6 - MISCELLANEOUS

Contact DOVICO

Sales

Please contact our helpful sales personnel who will gladly assist you with your order or discuss your requirements.

By Telephone:

Sales - North American toll free: 1-800-618-8463 Sales - International toll free: 00 800 4618 8463

Through the Internet:

http://www.dovico.com or by e-mail at sales@dovico.com

By Fax:

Sales Fax North America: 1-506-384-0727 Sales Fax United Kingdom: +44 (0) 1625 429888

Technical Support

Since DOVICO follows CMMI® guidelines for quality assurance, we are sure that your experience with our software has been positive. Should you require technical assistance, then please be assured that DOVICO always has technical assistance just a few steps away. Please choose the most convenient way for you to contact us.

Through the Internet:

Search our up-to-date support information at: http://www.dovico.com/techtips.html Request technical support at http://www.dovico.com/support.html or e-mail support@dovico.com/support.html or e-mailto: Note: All support e-mail requests will be answered within 1 business day.

By Telephone:

North America: 1-800-618-8463 International: 00 800 4618 8463

Direct: 1-506-855-4477

Glossary

Α

Access Groups: A pool of users created when using Hierarchical-based limited access. Access groups make it easier to give/deny permission to certain projects, tasks, etc. to many users at once.

Accrual Rules: One or more sets of instructions that determine how much, and how fast, employees can accrue vacation, sick leave, and other leave.

Active Directory: A Windows network architecture permitting organizations to share and manage information about network resources and users.

Actual Client Cost: Actual Client cost is the calculated amount used for billing clients (or charge back) for tasks or projects.

Actual Company Cost: Actual company cost is the calculated amount used to determine your company's cost to accomplish a task or project.

Actual Expenses: See Approved Expenses.

Actual Hours: Actual hours are the submitted and approved hours entered by employees using the Timesheet tool.

Alternate Approvals: A mechanism permitting one or more alternate managers to approve time/expenses in place of the primary approving manager when that manager is not available to approve submitted entries in a timely manner.

Approval Workflows: Approval Workflows establish which manager must approve an employee's time or expense submissions before those entries can be processed for project costs, billing, payroll, reports, etc.

Approved Expenses: Approved Expenses are the approved expenses entered by employees using the Expense entry tool or by managers using the Approved Expenses view.

Approving Manager: An Approving Manager is an individual designated to approve time/expenses submitted by employees.

ASP: Application Service Provider: A third-party entity that manages and distributes software-based services and solutions to customers across a wide area network from a central data center. (from webopedia.com)

Assignment: Assignments are the unique links between projects, tasks, and employees that define how a project is organized for time entry. Assignments establish who works on what and are required before employees can begin to track their time on projects and tasks.

Audit Trail: A log of additions, changes or deletions to numerous types of records in the database.

В

Billable Time: Billable time is a time entry that has been designated by the employee or manager as time entry that is made available for invoicing clients.

Budgeted Client Cost: Budgeted/Estimated client cost is the calculated amount used for billing clients (or for charge back) for tasks or projects.

Budgeted Company Cost: Budgeted/Estimated company cost is the calculated amount used to determine your company's estimated cost to accomplish a task or project.

Budgeted Hours: The budgeted/estimated hours required to accomplish a task or project.

C

Client: Clients are companies, business units, or individuals for whom work is performed.

Client Cost: See Actual Client cost.

Company Cost: See Actual Company Cost.

Cost per Unit: The Cost per Unit is a value assigned to an Expense Category specifically created to track rate based expenses such as Mileage.

Custom Field: Additional data entry fields used to enter or track extra information.

E

Employee: Employees are those individuals who track time and expenses. Employees are also those who setup, manage, monitor or report on project activities.

Estimated Client Cost: Budgeted/Estimated client cost is the calculated amount used for billing clients (or for charge back) for tasks or projects.

Estimated Company Cost: Budgeted/Estimated company cost is the calculated amount used to determine your company's estimated cost to accomplish a task or project.

ETC: The ETC (Estimate to Complete) is an optional data field used by employees to enter how many hours they estimate are required to complete the task.

Exception Requests: A function available to users allowing them to request that a Time Lockout period be opened.

Expense Unit Cost: An Expense Unit Cost is a value assigned to an Expense Category specifically created to track rate-based expenses such as Mileage.

F

Flag for Archive: An option available for most items allowing that item to be removed from the live database and stored in an archive database.

Н

Hierarchy-based Limited Access: One of two Limited Access operating modes. In Hierarchy-based limited access, you assign access permission by pools of users called 'Access Groups'. Access groups can be organized to model your company's departments, structure, etc.

Ι

Items List: A tab within the Project Workspace view that displays Clients, Projects, Employees, etc in a grid-type view.

J

Job Scheduler: Job Scheduler is a job automation tool. It gives the user the ability to automate functions such as sending reports and notices, or maintaining the database.

L

Leave/Absence Rule: A combination of accrual rules establishing the policies that determine how much, and how fast, employees can accrue vacation, sick leave, and other leave.

Limited Access: Limited access is a security mechanism permitting details about certain projects, employees, task, task groups and teams to be explicitly open to (or hidden from) VPs, project managers, team leaders and empowered employees who have access to the Administrative areas of the software.

Lockout Exceptions: A feature available to open Time Lockout periods to one or more individuals.

M

Manager-Level limited Access: One of two Limited Access operating modes. In Manager-level limited access, you assign access permissions to specific projects, tasks, etc. to a manager by selecting the manager by name.

Microsoft Project: A project management tool created by Microsoft to help track and analyze projects and the impact of changes made to the schedule.

N

Non-Billable Time: Billable time is a time entry that has NOT been designated by the employee or manager as time entry available for invoicing clients.

0

OT charge prorating: An overtime multiplier assigned to the employee's rate charged value.

OT wage prorating: An overtime multiplier assigned to the employee's rate of wages value.

Overtime Rates: An Overtime Rates is a prorating (multiplier) assigned to employee Rate of Wages and Rate Charged hourly rates (pay and charge out rates) and is used to client or company costs.

P

Project: Projects are the combined endeavors undertaken to create a unique product, service or result.

Project Alerts: A DOVICO Timesheet mechanism allowing a project manager to set specific time, cost or expense targets for projects, and automatically receive notices by e-mail when targets have been attained.

Project-based Approvals: A mechanism allowing a manager or system administrator to create approval workflows that are project specific.

Project Workspace: A section of the software containing all the necessary views and functions to setup and manage your projects and project budgets.

Prorating: Proratings are variables (multipliers) assigned to tasks and overtime rates used in calculating client costs.

Q

Quick Assign: A bulk workload tool permitting user to efficiently create a large number of assignments.

QuickBooks: A Business Accounting software used by small to mid sized companies.

R

Rate Charged: A rate assigned to employees used to calculate client costs (billing rate).

Rate of Wages: A rate assigned to employees used to calculate company costs (pay rate).

Rates: Rates are the hourly pay and billing rates assigned to employees. Rates are multiplied by employee hours to calculate client and company costs.

Regions: Regions are used to establish specific tax rates on labor and expenses for each region or place of business (country, state, province, county).

Run Time: The day and time that a notification or reporting job, created in the Job Scheduler, is scheduled to be run.

S

SAAS: A software delivery method that provides access to software and its functions remotely as a Webbased service. (from webopedia.com)

Sheet-based Approval Workflows: An approval mechanism where all entries submitted by a particular employee are forwarded to a designated manager.

SMTP: Simple Mail Transfer Protocol, a protocol for sending e-mail messages between servers. (from webopedia.com)

System Lockout: One of 2 types of Time Lockout configurations. System Lockout prevents all employees from entering or editing time entries after a specific date.

T

Task Assignment: See Assignments.

Task Prorating: See Prorating.

Tasks: Tasks are activities or work efforts against which employees track their time. Tasks are fundamental components required for time tracking.

Time Lockout: An optional feature that prevents additions (or modifications) to time entries after a specific date.

W

WBS: Work Breakdown Structure: The hierarchy of tasks as identified by a series of numbers, letters, or both.

Workflows: Rules that establish which manager must approve (or reject) submitted time or expenses before those entries can be processed for billing, reporting, project management, payroll, etc.

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